

# Hopkinton School District Telephone System Replacement Project

Michelle R. Clark, Business Administrator 603-746-5186 fax 603-746-5714  
[mclark@hopkintonschools.org](mailto:mclark@hopkintonschools.org)

## COMPETITIVE SEALED PROPOSALS FOR THE REMOVAL AND REPLACEMENT OF THE DISTRICT TELEPHONE SYSTEM

It is the intent of the Hopkinton School District, New Hampshire to engage the services of a qualified firm to provide the School District with the following product(s) or services to be purchased.

Prior to Proposing, interested companies must attend the site walk meeting on May 24th, 2013 at 10:00 a.m. This meeting will start at the SAU Office, 204 Maple Street Contoocook, NH 03229. After the site walk meeting, companies must prepare a proposal and submit the sealed document by June 10th, 2013 at or before 10:00 a.m. to be eligible for consideration by the School District. Each proposal will be submitted in a sealed envelope, which is clearly marked **“District Telephone Replacement Project”**

All sealed proposals received will be considered confidential and not available for public review until after the opening on June 10th, 2013 at 10:00 a.m.

Sealed proposals and all correspondence relating to this Proposal shall be submitted to:

**Michelle Clark, Business Administrator  
Hopkinton School District  
204 Maple Street  
Contoocook, NH 03229**

Qualified Firms requiring additional information or clarification relative to the contents of the proposal may direct inquiries to Matthew Stone, Technology Director at 603-746-5186, Ext. 255 or [mstone@hopkintonschools.org](mailto:mstone@hopkintonschools.org). Proposal documents may be picked up at the SAU office at the above address during regular business hours: Monday to Friday 8:00 a.m. to 4:00 p.m.

Please visit our website to download a copy of this document [www.hopkintonschools.org](http://www.hopkintonschools.org) Departments - Business

- (1) One original and (1) One copy is required and must be received at the above address no later than June 10<sup>th</sup>, 2013 on or before 10:00 AM, late proposals will not be considered.

The earliest work would commence is July 1, 2013.

The School District reserves the right to reject any or all proposals or any part thereof, to waive any informality or information in the proposals, and to accept the proposal considered to be in the best interest of the School District. The School District also reserves the right to conduct reasonable negotiations with low company and sole company. Failure to submit all information may declare a proposal as non-responsive subject for disqualification.

**Hopkinton School District, New Hampshire**  
**204 Maple Street Contoocook, New Hampshire 03229 PH (603) 746-5186 FAX (603) 746-5714**  
**Notice To Qualified Firms**

\*Do not alter documents in any way.

\*All documents must be filled out to be considered.

If you wish to offer comments, additional information or alternate proposal, please do below or on a separate sheet and attach it to the proposal sheet.

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The purpose of the attached specifications is to define minimum requirements only. They are not meant to be restrictive. All manufacturers meeting or surpassing these minimum specifications are invited to submit a proposal.

Please don't hesitate to call if you need any additional information: Michelle Clark, Business Administrator (603) 746-5186, Ext. 252 or Matthew Stone, Director of Technology (603) 746-5186, Ext. 255.

The Hopkinton School District reserves the right to reject any and all sealed proposals that it deems non-conforming to the specifications enclosed. All information must be filled out correctly for consideration.  
**DO NOT FAX PROPOSALS, THEY WILL NOT BE ACCEPTED.**

**Hopkinton School District, New Hampshire**  
**204 Maple Street Contoocook, New Hampshire 03229 PH (603) 746-5186 FAX (603) 746-5714**  
**Specifications Exception Form**

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

It should not be the responsibility of the Hopkinton School District to ferret out information concerning the materials, which you intend to furnish. If your proposal does not meet all our specifications you must state it in the space provided below.

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Proposals on equipment, vehicles, computers, supplies, services and materials not meeting specifications may be considered by the School District, however, all deviations must be listed above.

If your Proposal does not meet our specifications, and your exceptions are not listed above or in space provided, the Hopkinton School District may claim forfeiture on your Proposal, if submitted.

Signed \_\_\_\_\_ I DO meet specifications

Signed \_\_\_\_\_ I DO NOT meet specifications as listed in  
this Proposal, exceptions are in space provided.

Failure to submit this form with your Proposal/Proposal response may result in your Proposal/Proposal being rejected as unresponsive.

**Hopkinton School District**

**204 Maple Street Contoocook, New Hampshire 03229 PH (603) 746-5186 FAX (603) 746-5714**

**Form for General Proposal**

In compliance with all specifications enclosed the Company hereby proposes to provide services/equipment in strict accordance with the specifications provided. All services, materials, labor, and equipment required for removal of old telephone system and installation of new system to include handsets. Asking for proposals does not mean the District will be approving the project.

**District wide –**

Removal of old telephone system

Installation of new system to include handsets

Physical installation must be done by August 1, 2013

Project completion must be done by August 15, 2013

**Price** \_\_\_\_\_

**Warranty** \_\_\_\_\_

• Proposal Submitted by (Business Name)

\_\_\_\_\_  
\_\_\_\_\_  
(printed)

• Title of person authorized to sign proposals

• Name of person authorized to sign proposals

• Signature of person authorized to sign proposals

• Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_ • Business  
Address \_\_\_\_\_ Date \_\_\_\_\_ • Business  
Email \_\_\_\_\_ • Business Type \_\_\_\_\_ (Individual,  
Partnership, Corporation etc.)

Company hereby agrees to **commence** work/services/labor and furnish appropriate materials /equipment specified in the above specifications on or before: \_\_\_\_\_

Company hereby agrees to **complete** work/services/labor and furnish appropriate materials /equipment specified in the above specifications on or before: \_\_\_\_\_

\_\_\_\_\_

**Hopkinton School District**

**204 Maple Street Contoocook, New Hampshire 03229 PH (603) 746-5186 FAX (603) 746-5714**

**Form for General Proposal**

**General Terms and Conditions**

**Preparation of Proposals,**

Proposals shall be submitted on the forms provided and must be signed by the Company or his authorized representative. The person signing the proposal shall initial any corrections to entries made on the attached forms.

Vendors must provide pricing on all items appearing on the Proposal forms unless specific directions in the advertisement, on the Proposal form or in the special provisions allowed for partial Proposals. Failure to provide pricing on all items may disqualify the Proposal. Alternative Proposals will be considered, unless otherwise stated, only if the alternate is described completely, including, but not limited to, sample, if requested and specifications sufficient so that a comparison to the request can be made.

Any questions or inquiries must be submitted in writing, and must be received by the Business Office no later than seven (7) calendar days before the Request for Proposal due date to be considered. Any changes to the Request for Proposal will be provided to all Companies of record.

The name of manufacturer, trade name, or catalog number mentioned in this request for proposal description is for the purpose of designating a minimum standard of quality and type. Such references are not intended to be restrictive, although specified color, type of material and specified measurements may be mandatory.

Proposals will be considered for any brand that meets or exceeds the quality of the specifications listed. On all such proposals, the company shall specify the product they are proposing and shall supply sufficient data to enable a comparison to be made with the particular brand or manufacturer specified. Failure to submit the above may be sufficient grounds for rejection of the proposal.

**Submitting Proposals,**

Proposals must be submitted as directed in the Notice to Qualified Firms, and on the forms provided unless otherwise specified. Proposals must be typewritten or printed in ink. Proposals must be mailed or delivered in person. Proposals that are faxed or emailed will not be accepted.

**Withdrawal of Proposals,**

Proposals may be withdrawn prior to the opening date and time upon written request of the Proposer. Negligence on the part of the Proposer in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the proposal opening.

**Award of Contract,**

It is the policy of the Hopkinton School District that contracts are awarded only to a responsible company. In order to qualify as responsible, a prospective vendor must meet the following standards as they relate to this request:

- A. Have adequate financial resources for performance or have the ability to obtain such resources as required during performance.
- B. Have the necessary experience, organization, technical and professional qualifications, skills and facilities.
- C. Be able to comply with the proposed or required time of completion or performance schedule; and
- D. Have a demonstrated satisfactory record of performance.
- E. Adhere to the specifications of this Proposal and provide all documentation required of this Proposal.

The contract will be awarded to a responsive & responsible company based on the qualifications and experience of the company, the quality of the equipment/product /materials/services to be provided and the support that the company offers during the duration of the supply terms.

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**Form for General Proposal**

**Pricing**

Unless otherwise specified all prices listed are firm for the term of the contract. All prices should include all labor and material costs, and any discounts offered.

**Delivery**

Deliveries are to be made only to the department or division indicated on the order and in accordance with accepted commercial practices, without extra charge for packing or containers.

**Guarantees & Warranty**

All parts and labor related to agreements must be guaranteed and include a warranty. If any work is unable to be guaranteed, the contractor must inform the School District, in writing, prior to the delivery of an item or any work being performed. Performance bond may be required.

**Force Majeure**

Neither party shall be liable for any inability to perform its' obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or any other act of God. If during the contract period the successful vendor fails to supply the Hopkinton School District, New Hampshire with the vehicles/products/service (s). The Hopkinton School District will purchase this product/service(s) on the open market and the vendor will compensate the Hopkinton School District, New Hampshire with the difference between the proposal price and the price incurred on the open market.

**Proposal Evaluations**

The School District reserves the right to reject any and all proposals received in response to the proposal. A proposal may be rejected, if the Firm:

- a. Fails to adhere to one or more of the provisions established in the proposal.
- b. Fails to submit its proposal at the time or in the format specified herein or to supply the minimum information requested herein.
- c. Fails to meet the minimum evaluation criteria specified in this proposal.
- d. Fails to submit its proposal to the required address on or before the deadline date established by the School District.
- e. Misrepresents its services, experience and personnel by providing demonstrably false information in its proposal or fails to provide material information.
- f. Fails to submit its cost on the enclosed Proposal form.
- g. Refuses a reasonable request for an interview.
- h. Refuses to provide clarification requested by the school.

**Hopkinton School District**

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**Form for General Proposal**

**Insurance Requirements**

A current Insurance certificate must be provided prior to commencing any work on this project, in the following amounts:

Comprehensive General Liability Combined single limit

\$ 1,000,000.00 Workmen's Compensation & Employers Legal Liability \$ 500,000 per accident

The Contractor shall procure and maintain for the duration of this project Workmen's Compensation Insurance as required by State Law for all of his employees that are engaging in any work at the site of the project whether direct employees or subcontracting associates.

**Non-Collusion Statement**

The Undersigned certifies under penalties of perjury that this Proposal in all respects is bonafide, fair and made without collusion or fraud with any other person. As used in this paragraph, the "PERSON" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Title \_\_\_\_\_ Signature \_\_\_\_\_

Company \_\_\_\_\_

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**Form for General Proposal**

INDEMNIFICATION AGREEMENT

The successful vendor agrees to indemnify, investigate, protect, defend and save harmless the Hopkinton School District, NH, it's officials, officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials, equipment or supplies in connection with the performance of this contract and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the vendor in the performance of this contract. In any case, the forgoing provisions concerning indemnification shall not be construed to indemnify the School District for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the School District or its employees. This indemnification shall survive the expiration or early termination of this contract.

• Company \_\_\_\_\_ • Taxpayer Identification Number \_\_\_\_\_ •  
Authorized Signature \_\_\_\_\_ • Contact Phone \_\_\_\_\_ • Address \_\_\_\_\_  
\_\_\_\_\_ • Date \_\_\_\_\_