



**#2023-OES-0125**

**Odyssey Elementary Intercom and Bell System**

# El Paso County School District 49

## REQUEST FOR PROPOSAL COVER SHEET & SIGNATURE PAGE

Date: 1/25/2023

RFP Number: 2023-OES-0125

Procurement  
Point of Contact:

District 49  
jrohr@d49.org  
719-495-1166

Submit Sealed  
Proposals to: [Bidnetdirect.com](https://bidnetdirect.com)

Proposal  
Submission  
Deadline:

Due: 2/24/23 at 2pm (Mountain Time)  
Offerors are responsible to ensure timely receipt.

## Odyssey Elementary Intercom and Bell System

Offerors are asked to fill out this page in its entirety and to sign and return with their Proposal. School District 49 Request for Proposal Cover Sheet & Signature Page must be signed by the Offeror or an officer of the Offeror legally authorized to bind the Offeror to the proposal. Electronic signatures are acceptable.

Legal Company

Name (Offeror): \_\_\_\_\_

Authorized

Signature: \_\_\_\_\_

Typed/Printed

Name: \_\_\_\_\_

Title: \_\_\_\_\_

F.E.I.N.: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_

District: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact for

Clarifications: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

By signing this Request for Proposal Cover Sheet & Signature Page, the authorized agent acknowledges acceptance of all terms and conditions of this solicitation.

**ONLINE PROPOSAL SUBMISSION:** Electronically submit your proposal as a single PDF file to [Bidnetdirect.com](https://bidnetdirect.com). Additionally, send a copy of the submission to [jrohr@d49.org](mailto:jrohr@d49.org). The emailed copy must be sent AFTER the deadline on Bidnet! Please see Section 4.8 for more details. Proposals sent by other methods will not be accepted.

**IMPORTANT:** The emailed copy must be titled with the RFP Number, RFP Title, and the Offeror's name, such as below:

**2023-OES-0125 - Odyssey Elementary Intercom and Bell System - Company Name**

Confirm that you are aware that the award notice will be published on Bidnetdirect.com: \_\_\_\_\_

My company is registered on Colorado Bidnetdirect.com. \_\_\_\_\_ Yes \_\_\_\_\_ No.

## CONTENTS

SECTION 1.0	INTRODUCTION .....	4
1.1.	GENERAL INFORMATION.....	4
1.2.	BACKGROUND .....	4
1.3.	OVERVIEW AND GOALS .....	4
1.4.	ANTICIPATED CONTRACT TERM.....	4
SECTION 2.0	OFFEROR'S EXPERIENCE AND PERSONNEL .....	4
2.1.	ORGANIZATIONAL EXPERIENCE .....	4
2.2.	ORGANIZATIONAL PERSONNEL .....	4
SECTION 3.0	REQUIREMENTS AND SCOPE OF WORK.....	5
3.1.	ACCESSIBILITY REQUIREMENTS.....	5
3.2.	MANDATORY REQUIREMENTS.....	ERROR! BOOKMARK NOT DEFINED.
3.3.	SCOPE OF WORK .....	5
SECTION 4.0	REQUESTED PROPOSAL FORMAT .....	5
SECTION 5.0	EVALUATION METHODOLOGY .....	6
5.1.	EVALUATION PROCESS .....	6
5.2.	EVALUATION COMMITTEE .....	6
5.3.	PROPOSAL EVALUATION CRITERIA .....	7
5.4.	DEMONSTRATIONS AND DISCUSSIONS .....	7
5.5.	SINGLE PROPOSAL .....	7
5.6.	AWARD .....	8

### APPENDICIES

APPENDIX A - ADMINISTRATIVE INFORMATION

APPENDIX B - DRAFT CONTRACT

APPENDIX C- ADMINISTRATIVE FORMS

APPENDIX D- COST PROPOSAL

## **SECTION 1.0 INTRODUCTION**

### **1.1. GENERAL INFORMATION**

1.1.1. District 49 is located east of Colorado Springs and serves twenty public schools and five charter schools along the eastern boundaries of Colorado Springs and in Peyton. The District also includes an Academic Enrollment Center and Central Offices; located separately from the schools.

1.1.2. For purposes of this RFP, agency, firm, contractor, proposer, provider and bidder are used interchangeably to refer to the entity that is awarded the contract as a result of this solicitation.

1.1.3. Pre-Bid Event: There will be a mandatory pre-bid site visit on February 10, 2023 at 9am at 6275 Bridle Spur Avenue, Colorado Springs, CO 80922.

### **1.2. BACKGROUND**

Odyssey Elementary has an outdated intercom and bell system that has recently had intermittent shutdowns and has become unreliable.

### **1.3. OVERVIEW AND GOALS**

The purpose of Request for Proposal (RFP) 2023-OES-0110 is to solicit and obtain, from licensed and qualified Contractors, labor and materials for the installation of new intercom and bell system at Odyssey Elementary School.

### **1.4. ANTICIPATED CONTRACT TERM**

1.4.1. The initial term of the awarded Contract is anticipated to begin on **March 1, 2023** and end on **March 31, 2023**. The total duration of the Contract, including all options, is not anticipated to exceed **March 31, 2023**.

1.4.2. The District may extend the Contract beyond the anticipated term in accordance with the Colorado Procurement Code, and in the event that the District determines an extension is necessary.

1.4.3. The District may, within its sole discretion, choose not to exercise any option or extension term in the Contract for any reason. If the District chooses not to exercise any option or extension term, it may re-procure the goods and/or services in its sole discretion.

## **SECTION 2.0 OFFEROR'S EXPERIENCE AND PERSONNEL**

### **2.1. ORGANIZATIONAL EXPERIENCE**

2.1.1. To be eligible for this contract, offerors must have completed similar work at a school in the last 3 years.

### **2.2. ORGANIZATIONAL PERSONNEL**

2.2.1. In order to successfully perform this work, the offeror must have personnel that has installed similar items at a school within the last 3 years.

## **SECTION 3.0 REQUIREMENTS AND SCOPE OF WORK**

### **3.1. ACCESSIBILITY REQUIREMENTS**

- 3.1.1. All work performed as a result of this solicitation must comply with all applicable provisions of §§24-85-101, *et seq.*, C.R.S., and the *Accessibility Standards for Individuals with a Disability*, as established by the Office Of Information Technology pursuant to Section §24-85-103 (2.5), C.R.S. and 3) all State of Colorado technology standards related to technology accessibility and with Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards.

#### **3.1.2. NA**

### **3.2. SCOPE OF WORK**

- 3.2.1. This Scope of Work describes the deliverables sought through this RFP and the scope of what the awarded Offeror will be expected to offer through the contract resulting from this RFP. The Scope of Work is intended to provide interested Offeror's with sufficient basic information to submit a proposal. It is not intended to limit a proposal's content or exclude any relevant or essential data.

- 3.2.1.1. Remove and dispose of existing intercom/clock equipment. For any equipment that is removed and the new cannot cover old holes, those holes must be concealed to match existing material (drywall, paint, ceiling tile). For masonry block, it will be acceptable to cover hole with plastic or metal cover and painted to match. Old equipment may not be left in ceilings, behind walls etc. It must be completely removed from the premises and disposed of or recycled in accordance with all appropriate rules/regulations/laws.

- 3.2.1.2. Install new intercom head end, new IP speakers, and new classroom call buttons. Head end to include Valcom VE6021 or equivalent. Classroom speakers to be clock/speaker combo with talk-back capability—Valcom VIP-432A-DF or equivalent. Hallway and other common area speakers do not need talk-back capability. The plan is to reuse existing equipment rack but this can be determined at the pre-bid walk-through.

- 3.2.1.3. Include a one-time, in-person training for up to 5 people at the school on all new equipment.

- 3.2.1.4. Deduct Alternate: Reuse hall/common speakers but use gateways to make them IP.

## **SECTION 4.0 REQUESTED PROPOSAL FORMAT**

Proposals should cover the following areas, with an emphasis on how these areas relate to the evaluation criteria listed in **Section 5** below.

### **4.1.1. Demonstrated Experience and Capabilities**

- 4.1.1.1. **Offeror's Response-** Describe how the Offeror's experience and capabilities make it the ideal candidate to perform the work.

Describe experience with similar projects. Reference **Section 2.1** of this solicitation regarding the desired organizational experience. Include at least 3 references for similar work completed in the last three years, including: Point of contact, email, phone, scope of work and price.

- 4.1.1.2. Offeror's Response-** Indicate key personnel who will be assigned to the project and describe their experience. Reference **Section 2.2** of this solicitation regarding the desired organizational personnel.

**4.1.2. Accessibility Requirements.** Offeror shall describe how their proposed solution will meet or exceed the accessibility requirements detailed in **Section 3.1** of this solicitation

**4.1.3. Technical/Business Proposal.**

- 4.1.3.1.** Offeror shall describe how they will accomplish the Scope of Work detailed in **Section 3.2** of this solicitation.
- 4.1.3.2.** Please include a schedule from receipt of PO to project completion.
- 4.1.3.3.** Include W-9 and Certificate of Insurance
- 4.1.3.4.** Include Debarment and Suspension certification

**4.1.4. Cost Proposal.** Offeror's Response- Please fill out the pricing sheet included in this RFP.

## **SECTION 5.0 EVALUATION METHODOLOGY**

### **5.1. EVALUATION PROCESS**

A comprehensive, thorough, complete and impartial evaluation of each proposal received will be conducted in accordance with §24-103-203(7), C.R.S, which states that the award shall be made to the responsible Offeror whose proposal is determined in writing to be the most advantageous to the District, taking into consideration the price and evaluation factors set forth in the request for proposal.

### **5.2. EVALUATION COMMITTEE**

**5.2.1.** An Evaluation Committee will be established utilizing measures to ensure the integrity of the evaluation process. These measures include the following:

- 5.2.1.1.** Selecting committee members who do not have a conflict of interest regarding this solicitation.
- 5.2.1.2.** Facilitating the independent review of proposals.
- 5.2.1.3.** Requiring the evaluation of the proposals to be based strictly on the content of the proposals.
- 5.2.1.4.** Ensuring the fair and impartial treatment of all Offerors.

**5.2.2.** The objective of the Evaluation Committee is to conduct reviews of the proposals that have been submitted, to hold frank and detailed discussions among themselves, and to recommend an Offeror for award.

### **5.3. PROPOSAL EVALUATION CRITERIA**

**5.3.1.** The District will evaluate proposals to determine if each Offeror meets all mandatory qualification requirements; provided, however, that the District has the authority to waive non-material mandatory requirements in certain circumstances. Reference Procurement Rule R-24-103-301-03. The mandatory qualification requirements are scored on a Met/Not Met basis and only those proposals found to meet all mandatory requirements, other than non-material mandatory requirements waived by the District, can be considered for a Contract resulting from this solicitation.

**5.3.2.** Proposals will be evaluated by the Evaluation Committee using the evaluation criteria listed below. The evaluators will consider whether the Scope of Work requirements in the solicitation have been addressed, and they will review the capabilities of the Offeror, as well as the quality of the approach proposed, the price, and any other aspect determined relevant to the evaluation criteria.

**5.3.3.** The evaluation criteria to be used in evaluating the proposals are as follows (and are listed in no particular order):

**5.3.3.1.** Price

**5.3.3.2.** Demonstrated Experience and Capabilities

**5.3.3.3.** Locality of Contractor

**5.3.3.4.** Ability to meet schedule

**5.3.3.5.** Valcom Equipment is preferred for maintenance and troubleshooting efficiency

### **5.4. DEMONSTRATIONS AND DISCUSSIONS**

The Evaluation Committee may, if it deems necessary, request clarifications, conduct discussions or oral presentations, or request best and final offers. Per R-24-103-203-03, discussions may be held with responsible offerors whose proposals are determined to be reasonably susceptible to be selected for award to:

- a) Promote understanding of the District's requirements and the offerors' proposals; and
- b) Facilitate a contract that will be most advantageous to the District taking into consideration price and the other evaluation factors set forth in the request for proposals.

The Evaluation Committee may adjust its scoring based on the results of such activities. However, proposals may be reviewed and determinations made without such activities. Offerors should be aware that the opportunity for further explanation might not exist; therefore, Offerors should ensure that their submission is complete, and are encouraged to submit their best possible proposal, including pricing.

### **5.5. SINGLE PROPOSAL**

If only one bid or proposal is received in response to a solicitation, an award may be made to the single bidder or offeror if the procurement official finds that the price

submitted is fair and reasonable and that other prospective bidders or offerors had reasonable opportunity to respond. Reference Procurement Rule R- 24-103-201-02(d).

**5.6. AWARD**

**5.6.1.** A Notice of Intent to Award will be published on Bidnetdirect.com.

**5.6.2.** The award determination is ultimately a business decision that will reflect an integrated assessment of the relative merits of the proposals received, using the factors set forth in **Section 5.3.3**. The District intends to award Contract(s) to the Offeror(s) whose proposal(s), conforming to the solicitation, will be most advantageous to the District, price and other factors considered.

**5.6.3.** The District reserves the right to award to multiple offerors if it is determined to be in the best interest of the District.