



REQUEST FOR PROPOSAL

FOR

Intercom Upgrade & Installation Project

**Deadline for Submission: April 26, 2023
by 2:00 p.m. CST**

INTRODUCTION

The Yazoo County School District is soliciting written proposals, in accordance with Section 31-7-13 of the Mississippi Code, for installation of intercom systems at all campuses (Yazoo County High School, Yazoo County Middle School, Bentonia Gibbs Elementary, & Linwood Elementary) as part of the Yazoo County School District’s School Security and Safety Enhancement Project funded by the JCOPS Grant.

The successful proposer is undertaking the work under this contract is assumed to have visited the premises, viewed the specifications, and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claim based on lack of knowledge of existing conditions.

All site visits will require pre-approval from Mr. John (Joe) Odum, Director of Safety, at least 24 hours in advance. All visitors on Yazoo County Schools campuses must check in at the front office and be issued visitors badges prior to proceeding with any other activity.

QUESTIONS: ALL QUESTIONS REGARDING THIS RFQ ARE TO BE DIRECTED
TO: John (Joe) Odum by emailing questions to john.odum@yazoo.k12.ms.us
or (662) 746-4672 ext. 1210.

PROPERTY LOCATIONS CHART

	SCHOOL/PROPERTY	ADDRESS	CITY
1	Yazoo County High School	191 Panther Drive	Yazoo City
2	Yazoo County Middle School	116 Panther Drive	Yazoo City
3	Bentonia Gibbs Elementary	10340 MS HWY 433 West	Bentonia
4	Linwood Elementary	3439 Vaughan Road	Vaughan

I. SCOPE OF WORK

2023 Intercom Project

The Yazoo County School District wishes to install a new IP based intercom/communication to allow all schools to have campus and districtwide communications with all classrooms and offices from anywhere in the district. The capability of school to school paging is also desired.

Proposals should include a realistic assessment of cabling and switching as well as cabling and other equipment necessary to support the communication needs outlined above. Technical specifications of equipment should be provided with the proposal along with the Scope of Work describing this “turn-key” project.

The proposal must guarantee performance sufficient to fulfill the needs of the Yazoo County School District as requested within this RFP. After implementation of the successful vendor's proposal, if additional equipment, cabling or labor is needed, the vendor will bear all costs necessary to satisfy the requirements of this RFP. There should be no recurring costs for further functionality except for yearly licensing.

It is the vendor's responsibility to ensure that the equipment proposed meets the performance specifications of the manufacturer and the previously stated requirements. The Yazoo County School District will not release the vendor from the performance guarantee required above because of malfunctions or defects in equipment due to manufacturer error or flaws in the equipment.

Because of the diversity of possible solutions, Yazoo County School District is asking for detailed proposals to accomplish the task. Specifications will be general and minimal to allow proposals to be as innovative as possible. However, vendors must be able to support any proposed solution.

CLARIFICATION

If after the completion of this project, during normal operation of the network, the District discovers that the intercom system will not allow for the capacity required in this RFP as stated, then the vendor will be required to do whatever is necessary to meet the specifications with no additional cost to the Yazoo County School District.

GENERAL

The specifications herein are provided to convey the intent of the systems and upgrades and do not indicate every cable or component necessary for the complete system that the proposing vendor shall provide.

Prices quoted shall be all-inclusive (including all applicable taxes, shipping costs, installation of equipment, training, technical support and trash removal) and represent complete installation and integration with the existing network where necessary. Prices quoted in the vendor's response will remain in effect for a period of twelve (12) months from the time of the contract signing.

Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation and support of any services.

Should the vendor have questions or find discrepancies in, or omissions from this RFP, or shall be in doubt to its meaning, the vendor shall at once notify Yazoo County School District. All questions should be addressed to John Odum as outlined below. The preferred mode of contact is via email.

II. GENERAL CONDITIONS AND PROVISIONS

GOVERNING LAWS: This contract is made under and shall be governed and construed in accordance with the laws of the State of Mississippi.

CONFLICT OF INTEREST: All Contractors must disclose in writing with their proposal the name of any owner, officer, director, or agent who is also an employee of the Yazoo County School District (including any member of the Yazoo County School Board of Education). All Contractors must also disclose in writing with their proposal the name of any employee of District who owns, directly or indirectly, an interest of five percent (5%) or more in the Contractor's firm or any of its branches or subsidiaries. By submitting a proposal, the Contractor certifies that there is no relationship between the Contractor and any person or entity which is or gives the appearance of a conflict of interest related to this RFP.

ERRORS AND OMISSIONS: The Contractor shall not take advantage of any errors or omissions in this RFP. The Contractor shall promptly notify District of any omissions or errors found in this document.

INSURANCE COVERAGE: During the term of the contract, the Contractor at their sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:

- **Worker's Compensation** - The Contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of Mississippi, as well as employer's liability coverage with minimum limits of \$500,000 for bodily injury per accident. This insurance must include and cover all of the Contractor's employees who are engaged in any work under this contract.
- **General Liability** – The Contractor shall provide and maintain General Liability Coverage at a rate no less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage.

INSURANCE REQUIREMENTS: Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of Mississippi. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in Mississippi. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing Mississippi laws or this contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the contract.

OTHER INSURANCE PROVISIONS: The policy or policies are to contain, or be endorsed to contain, the following provisions:

1. Contractor's insurance is to be considered primary for losses that occur as a direct result of the Contractor's actions.
2. Coverage shall state that the Contractor's insurance shall not be suspended, voided, canceled, reduced in coverage, or in limits except after 30 days written notice. The Contractor must include a copy of their insurance certificate with their proposal package. Upon award of this contract, the selected Contractor shall add the Yazoo County School District as a Certificate Holder to their insurance policy and provide documentation of same.

EVALUATION CRITERIA: The Yazoo County School District, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. The proposals will be evaluated on a “best overall value” basis including, but not limited to, completeness and content of the proposal, pricing, quality, the Contractors ability to follow the specifications, the Contractors ability to provide a team of skilled, trained employees, and the Contractors experience with similar projects. In addition to these considerations, the evaluators may request additional information, oral presentations or discussions with any or all of the responding Contractors to clarify elements of their proposal or to amplify the materials presented in any part of the proposal. However, Contractors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the Contractor.

The District reserves the right to make independent investigations as to the qualifications of the Contractor(s). Such investigations may include contacting existing customers. Contractors should keep in mind that this is a Request for Proposals and not a request to contract. The District reserves the unqualified right to accept or reject any and all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of the District.

AWARD OF BID: The Yazoo County School District, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor(s). Price will be a major consideration but will not be the determining factor in our selection. The award of this contract will be based and granted on “BEST VALUE.” “BEST VALUE” will allow the District to consider factors beyond pricing such as whether the responsible Contractor is able to meet and/or exceed the required specifications. “BEST VALUE” will permit and reflect prudent stewardship of public funds and trust. Award of the contract(s) to one Contractor does not mean that the other proposals lacked merit. Award of the contract(s) signifies that after all factors have been considered, the selected proposal was deemed most advantageous to the District.

NOTIFICATION OF AWARD: After all prerequisites and specifications have been met by the Contractor and the award for Access Control Installation Project (as part of the School Security has been made, the successful Contractor will be notified by the District verbally and by a letter of award.

TERMINATION FOR CAUSE: The District may terminate their participation in this contract in whole or in part with thirty (30) days’ notice, for their convenience, or because of failure of the Contractor to fulfill the contract obligations in any respect. This termination notice will be issued via a written letter sent by certified U.S. mail. Immediate dismissals may be executed if deemed necessary by the District.

III. STATEMENT OF QUALIFICATIONS

Respondent should include in response all information relating to the following:

- Previous work to that described in Section I above.
- History of firm.
- Comparable references.

- *Note: All employees must have passed a background check before working on school premises*

The respondent should also include a work schedule of project in the response to this RFP.

IV. EVALUATION CRITERIA

The proposals shall be evaluated and ranked according to the following criteria:

1. Experience, including but not limited to the number and size of previous projects completed for the Yazoo County School District Board of Education.
2. Capacity to perform, including but not limited to staffing level and experience of staff, adequacy of resources, and coverage by professional liability insurance.
3. Total Cost to complete the Scope of Work.

The Yazoo County School District will rank the response to this RFP according to the criteria listed above and will negotiate with the highest ranked business regarding an acceptable contract with the Yazoo County School District. If negotiations are unsuccessful, the negotiations will be terminated and the Yazoo County School District will negotiate with the second highest ranked business. This process will continue until an agreement with a business is reached.

All work as specified in this RFP shall begin within 30 days following the award of bid as notified in writing by the Yazoo County School District.

Deadline and number of copies: Submit two (2) printed copies of the written proposal to be received no later than: (Wednesday, April 26, 2023 at 2:00 p.m. CST). It is the responsibility of the submitting firms(s) to ensure timely receipt by the Yazoo County School District. The Yazoo County School District will not be responsible for the untimely delivery of proposals due to the mail carrier or any other occurrences. All bids/proposals must be sealed.

Mail or hand delivery of the proposals to:

**John (Joe) Odum
Yazoo County School District
94 Panther Drive
Yazoo City, MS 39194**