



Request for Proposal (RFP)

Paging Systems for the Wilmington Area School District

The Wilmington Area School District (WASD) is seeking sealed proposals for an overhead paging system to replace failing paging systems in the Wilmington Area School District (WASD).

Summary

The WASD's current paging system consists of speakers in most areas of the buildings. In the High School and Middle School (HSMS), there are individually addressable talk-back speakers in the classrooms and smaller common areas, many of which no longer function as talk-back devices. In the elementary building, there are also speakers in every classroom and common area, but any talkback functionality, if it existed, no longer functions. All buildings have external building speakers in several locations. All speakers are connected via analog cabling (*not* Cat5 or Cat6) and they terminate into a central location. The HSMS system is a Bogen Quantum system, and the elementary system is from Rauland-Borg Corporation (TeleCenter ICS). The systems in each building are separate and not interconnected, but they both have analog integration into the single phone system. For the HSMS, the bell schedule is input via web interface. There is only serial connectivity available for the elementary system. In short, many speakers are in questionable condition, whether due to faulty wiring, faulty ports on the control panel interface card, or failing speakers.

Submission of Proposals

All proposals must be sealed and either delivered to the district office located at the address listed below or arrive by mail no later than 2:00 p.m. on Thursday, March 30. Bids will be opened at 2:00 p.m. on Thursday, March 30 at the address listed below.

Please mark as follows: **RFP 2023-WASD Paging Systems**

Wilmington Area School District
Attn: Josh Latore
300 Wood Street
New Wilmington, PA 16142

A mandatory pre-bid walk-through of the site will be held on Thursday March 9th at 11:00 a.m.

RFP's will be officially awarded at the 7:00 p.m. school board meeting on Tuesday, April 18th.

Wilmington Area High School
350 Wood Street
(724) 656-8866 x1000

Wilmington Area Middle School
400 Wood Street
(724) 656-8866 x2000

Wilmington Area Elementary School
450 Wood Street
(724) 656-8866 x3000

Request for Proposal

Paging Systems for the Wilmington Area School District

Required Proposal Content

Include the following information in the proposal to the WASD by the due date:

- Description of system and all components, including overview of how the proposal meets or falls short of any of the evaluation criteria, up to and including technical specifications and system management interfaces.
- The manufacturer's specifications for each system component, including whether each component of the hardware used in the system is proprietary or non-proprietary
- Cost estimate, including equipment, labor and materials
- Detailed work plan, including a start date (TBD as soon as possible) and completion date before August 15th, 2023. **The vendor must be flexible in working around the Elementary School's HVAC project this summer in order to avoid any slowdown of that project that could delay the start of school.** The WASD and the vendor agree to be reasonably flexible and highly communicative regarding any schedule changes that result in a project timeline shift at the Elementary School due to the HVAC project, up to and including delays that are caused by the removal of the ceiling grid. It is expected that the vendor will ensure that all security systems remain online to the highest extent that is within their control, and will communicate any deficiencies in system functionality to the WASD during the project timeline.
- A digital file, such as a PDF document, containing the locations of placements of all speakers and relevant system components
- Listed cost for an optional multi-year maintenance/service contract, annual amount through 2028
- Listed estimated costs for future growth and/or continuance of the proposed systems. Specific examples are to include: 1) the estimated cost of one additional speaker (to also include the general cost of installation services) and 2) the cost, listed in terms of general small order quantities, of any materials that may be seen as consumables or materials expected to wear out or need to be replaced on occasion, if applicable.
- Proof of insurance and licensing/licensure

Conditions of Offering and Acceptance

This is a Request for Proposal/Bid only and is not a guarantee that the WASD will purchase any or all the products or services indicated in this invitation.

The WASD reserves the right to reject or accept all bids, to waive irregularities or informalities in the procurement process, and to give particular attention to the qualifications of the proposer.

The WASD reserves the right to revise or clarify the Request for Proposal/Bid, respond to questions, and/or extend or shorten the due date of process.

The WASD retains the right to cancel the Request for Proposal/Bid process if the district determines it is in their best interest.

Request for Proposal

Paging Systems for the Wilmington Area School District

The WASD reserves the right to increase or decrease quantities shown on the proposal.

The WASD reserves the right to cancel purchase orders if the delivery of and/or completion of service is not performed in accordance with the proposal document.

Any cost incurred by proposers for the preparation and submission of the bid is the sole responsibility of the bidder.

A bid may be corrected or withdrawn by a written request received prior to the deadline for receipt of bid proposals.

All bid proposals and other material submitted become the property of the WASD and may be returned only at their option.

The WASD assumes no responsibility or liability for the transmission, delay, or delivery of bid proposals by either public or private carriers.

The bidder agrees to allow the WASD 30 days from the bid close date to enter a contract with the selected bidder for the price offered by the bidder.

Contractor shall in performance of a contract, comply with all applicable federal, state, and local laws, ordinances, orders, rules, and regulations applicable to its performance.

The contractor must have the ability to act as the prime contractor who will be responsible for the timeliness, quality, and deliverables provided by any subcontractors under the prime contractor's agreement.

The contractor will be responsible for coordinating with the district's Technology Manager in gathering information on how to configure the equipment to work with the district's assigned VLAN.

Criteria for Selection

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those vendors that have the interest, capability, and financial strength to supply the WASD with security solutions identified in the Scope of Work.

Selections will be based on the capability of the vendor to meet the following Evaluation Criteria:

- Technical Specifications and Capabilities of the overhead Paging System
- System Management Features
- Support and Maintenance
- Budget & Estimated Pricing

Request for Proposal

Paging Systems for the Wilmington Area School District

- The capability of the vendor to provide an integration between the paging system and the 3CX phone system
- The ability for the vendor to provide all necessary equipment and services on the proposed project timeline
- The vendor's performance record to date in meeting the requirements of their existing customers

Scope of Work, Specifications & Requirements

The WASD is requesting proposals from qualified companies and installers interested in providing an overhead paging system for the district. This is to include indoor and outdoor speakers, speaker mounting hardware, appropriate network switching (if speakers are IP based), all equipment associated with speaker amplification, software, support, maintenance, warranty, cabling and training.

This system will replace both of the current overhead paging systems at the WASD. The vendor is responsible for determining if the existing speakers in each area are suitable for their proposed solution. A majority of the speakers still maintain at least a minimum level of functionality under the current system, but many are also known to crackle or otherwise malfunction. The High School/Middle School building has two floors and several outdoor areas that require speaker coverage. The Elementary School building has one floor and several outdoor areas that require speaker coverage.

The current system shall remain operational until the new system is functioning except during a switchover period where new hardware will be brought online within an agreed upon timeline, taking the old equipment offline for the express purpose of bringing the new equipment online. All old speakers, amplifiers, and auxiliary equipment remain the property of the WASD. The company and installer has first right to take the equipment in exchange for a credit agreed upon by the WASD. The vendor should be prepared to replace faulty cabling or connection points of existing analog, Cat5, or Cat6 cabling that is deemed to be inadequate for the vendor's proposed solution(s).

Technical Specifications and Capabilities for the overhead Paging Systems

- Paging System Capabilities, Changes, and Specifications
 - A battery backup for all system components, up to and including the network switching equipment that is needed for the system to function, should be listed on the proposal. The current estimated load on the network equipment can be obtained from the WASD's Technology Manager upon request. The target runtime should be between 30 minutes and an hour with moderate system use.
 - The system should have appropriate capacity and scalability for the future needs of a reasonably safe and secure public school district.
 - The vendor should provide the *option* for the addition of IP (Ex: SIP) speakers
 - The overhead Paging System must be capable of providing speaker coverage throughout all indoor and outdoor areas that are currently covered, in addition

Request for Proposal

Paging Systems for the Wilmington Area School District

to the speaker additions listed below. **The vendor should provide solutions to resolve issues with any “dead spots” that the vendor perceives to be problematic. A map of approximate existing speaker locations is available upon request.** Any vendor recommendations for additional speaker placements outside of those marked on the map will also be considered.

- A proposal should specifically contain the following *optional* additional speaker locations/relocations, including the speaker and amplification hardware, wiring, termination hardware, patch cables, patch panels, and other hardware and licensing (if applicable) as needed.
 - A *recommended* speaker coverage in all of the **Restrooms** district-wide
 - A *recommended* speaker coverage in all of the **Office Areas** district-wide
 - A *louder than the current speaker* in the **High School Chorus Room (101)**
 - A *louder than the current speaker* in the **High School Band Room (100)**
 - A *recommended* speaker coverage in the **High School Wood Shop**
 - A *recommended* speaker coverage in the **High School VoAg Areas**
 - A *recommended* speaker coverage in the **High School Lobby**
 - A *recommended* speaker coverage in the **High School Gym**
 - A *recommended* speaker coverage in the **High School Faculty Lounge**
 - A *recommended* speaker coverage in the **HSMS Boiler Room**
 - A *recommended* speaker coverage in the **HSMS Auditorium**
 - A *recommended* speaker coverage in the **HSMS Kitchen Area**
 - A *recommended* speaker coverage in the **HSMS Library Office**
 - A *recommended* speaker coverage in the **HSMS Copy Room**
 - A *recommended* speaker coverage in the **HSMS Locker Rooms, Team Rooms, and Coaches Offices**
 - A *recommended* speaker coverage in the **HSMS Tech & Server Rooms**
 - A *recommended* speaker coverage in the **HSMS Maintenance Shops**
 - A *louder than the current speaker* in the **Middle School Music Room (136)**
 - A *recommended* speaker coverage in the **Middle School Faculty Lounge**
 - A *recommended* speaker coverage in the **Middle School Gym**
 - A *recommended* speaker coverage in the **Middle School Lobby**
 - A *recommended* speaker coverage in the **Elementary Multi-Purpose Room** (there is potential for an integration into the sound system)
 - A *louder than the current speaker* in the **Elementary School Music Room**
 - A *recommended* speaker coverage of all **outdoor areas** of the **Elementary School**

Overhead Paging System Management Features

Request for Proposal

Paging Systems for the Wilmington Area School District

- The paging system should have the ability to add or remove specific classrooms or hallways of speakers from a speaker group for paging/bells
- The system should have an integration with a bell tone scheduling system (Example: BellCommander). **The vendor must include a bell tone scheduling system in their proposal if it is not included in their base system.**
- The system should integrate with “panic buttons” at all desks where the buttons currently exist in the office areas throughout the district. An example setup would perform the following functions:
 1. When a panic button is pressed, a set emergency audio recording should play on a recurring basis on the overhead paging system **only in the respective building where the panic button was pressed**. This message should play repeatedly, but be able to be overridden/spoken over by someone wishing to make an announcement over the paging system.
 2. This panic button should trigger a 9-1-1 call via our 3CX phone system. This integration will then automatically trigger the same 911 protocols that are already in place on that system.
 3. An optional notification (email or otherwise) to assigned district personnel that indicates the location of the button press is *preferred*.
- The ability to trigger this bell tone via classroom phones in emergency situations is *preferred*. Example: An emergency tone could be generated by dialing 7-6-7 (S-O-S) on the 3CX phone system.
- The proposed solution should describe the administration/management interface that will be used to access the system(s).
- Proposed solution should not require proprietary software in order to manage the system. Having the option of using HTML5 or similar browser-based access is *preferred*.
- The ability to import custom bell tones is *preferred*.
- The ability to report system usage by caller/pager is *preferred*.
- The ability to generate an automatic tone that prefixes the announcement.

Support and Maintenance

The WASD requires any applicable software for the paging system solution to have at least 3 years of maintenance updates and upgrades with options for continued annual maintenance and technical support after the 3 year period has ended. The vendor should provide a detailed description of standard and extended support, maintenance, and the average response time for a support request.

Please state the name of the company which will be delivering service and on-site support for this solution. If service has been outsourced to another firm, please state how long this relationship has been in effect.

Request for Proposal

Paging Systems for the Wilmington Area School District

Please provide a technical roadmap for the proposed solutions. In doing so, answer the question: How does the proposed solution fit into the manufacturer's current product lifecycle?

Please provide a list of policies on security and firmware updates for the proposed solution. How often are changes released? How is the customer notified about changes? How are they applied?

Budget & Estimated Pricing

All vendors must fill out a total cost summary for the implementation of their solution for the WASD's Security Solution project as described in this RFP. The vendor must agree to keep these prices valid for 30 days after the close of the bid process. For all available deployment models, provide detailed costs as described below as well as any optional or recommended items listed above.

Hardware: List, describe, and record the cost of each piece of hardware that is required.

Software Licensing: List, describe, and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.

Installation: Describe any labor, equipment, supplies, or other costs associated with installing your proposed solution as well as any other items mentioned in this RFP.

Removal of Old Equipment: Describe any labor, equipment, supplies, or other costs associated with removing the old equipment along with any offer made in exchange for a credit agreed upon by the WASD for the vendor to take the old equipment.

Maintenance: Describe and price any other ongoing costs associated with the operation and maintenance of your proposed solution.

User Training: If there are fees associated with your user training, list them.

List and describe any additional fees: Such as project management or other miscellaneous fees.

SOLUTION

The WASD is looking for a turn-key solution. The vendor will be responsible for any speaker, network, and amplification hardware, meeting the power requirements of the system, any necessary cable runs, transferring existing bell schedules from the existing system with the guidance of the Technology Manager, as well as installation of all other necessary and optionally elected equipment at the WASD.