



**Request for Proposal
for
Clock/Bells/Paging System**

RFP No. IT23-01

Issue Date: November 4, 2022

**Issued By: Gridley Unified School District
429 Magnolia Street
Gridley, CA 95948**

Schedule of Events

EVENT	DATE
RFP Published	November 4, 2022
Mandatory Site Walk	November 16, 2022 at 8:30 a.m.
Deadline for Questions from Proposers	November 28, 2022 by 4:00 p.m.
Addenda and Responses to Proposers Published on GUSD website	December 2, 2022 by 4:00 p.m.
Deadline to Submit Proposals	December 8, 2022 by 4:00 p.m.
Announcement of Recommendation	December 9, 2022 by 5:00 p.m.
Board of Trustees Award of Contract	December 15, 2022 by 5:00 p.m.

NOTICE OF REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN THAT the Gridley Unified School District ("GUSD") is accepting written proposals for the award of contract for Clocks/Bells/Paging (RFP No. IT23-01) for the GUSD, in accordance with the special provisions provided. The GUSD will receive written proposals to Michael Pilakowski, Director of Curriculum and Technology, at 429 Magnolia Street, Gridley CA 95948, but not later than December 8, 2022 at 4:00 p.m. Late proposals will not be accepted. Before the award of the contract, GUSD reserves the right to cancel this Request for Proposals ("RFP"), change any dates stated below, or modify any provisions of the RFP and related documents ("RFP Packet"), including the contract.

The work shall consist of furnishing all labor, materials, tools, permits, equipment, appurtenances and incidentals for providing a Clocks/Bells/Paging System in accordance with the specifications for the agreement.

Proposals shall be presented in accordance with the applicable provisions. All proposals must be in hard copy format delivered to emailed to Michael Pilakowski, Director of Curriculum and Technology, at 429 Magnolia Street, Gridley CA 95948 with the notation or subject of "Proposal for Clocks/Bells/Paging (RFP # IT23-01)" marked on the outside of the transmittal envelope.

Each proposal must at a minimum, conform and be responsive to the requirements of this RFP Packet, a copy of which is available on the GUSD website at:
<http://www.gusd.org/Departments/Business-Services/CUPCCAA--Open-Bids/index.html>

A mandatory site walk will be held on November 16th, 2022 at 8:30 a.m. beginning at the District Office Boardroom, 429 Magnolia Street, Gridley, CA. All participants are required to sign in upon arrival. The site visit is expected to take approximately four to six (4-6) hours. Failure to attend or tardiness will render a submitted bid ineligible.

Interested proposers may direct substantive questions via email to mpilakowski@gusd.org until November 28th, 2022 by 4:00 p.m. Answers to questions and any addenda, as needed, will be posted on the GUSD website noted above on the date specified in the Schedule, provided herein. It is the responsibility of the interested proposer to check the GUSD website for updates or addenda.

The Awarded Proposer shall guarantee the "Total Price" for no less than ninety (90) calendar days from the date of the RFP submittal deadline.

The Contractor shall, prior to the execution of the Agreement, provide all required insurance documents and furnish a payment and a performance bond in accordance with the sample Agreement included with this RFP Packet.

The criteria by which a determination will be made to evaluate proposers and their ability to provide services to the GUSD will include cost, ability to provide service, responsiveness to specifications, previous performance/references, and unspecified value-added offering by the proposer. The low-responsive proposer may not be awarded the agreement.

GUSD reserves the right to waive any informalities of irregularities in received submittals. Also, the GUSD reserves the right to reject any or all submittals and to negotiate contract

terms with one or more proposers for one or more work items. The GUSD retains the sole discretion to determine issues of compliance and to determine whether a proposer is responsive, responsible, and qualified.

A. PURPOSE

The Gridley Unified School District (GUSD) requests proposals for replacing its aging clocks, bells, and paging/intercoms.

B. BACKGROUND

We currently have old analog Simplex clock and bell systems. We would like to install new modern digital IP-based clock and bell systems that incorporate paging and scrolling message capabilities as well as earthquake warning technology as identified upgrades for site safety and communication purposes.

C. PRIMARY UPGRADE NEEDS

The GUSD currently has older clocks, bells and bell systems on our campuses. We have a need to upgrade these systems to modern IP-based systems. We are currently using our Avaya phone system for our campus wide paging but this does not extend to areas outside of offices and classrooms.

The new paging system must include clocks, bells, and campus-wide paging as well as scrolling message capability and earthquake warning technology. The paging system will need to cover both indoor and outdoor areas including but not limited to classrooms, offices, playgrounds, athletic fields, and shop areas.

The new system must also include audible and visual messaging components capable of pre-programmed and in-the-moment broadcasting of school-related and safety messaging.

This proposal shall include local support options for up to twelve (12) months to address any product installation issues or equipment/system failures related to this project.

D. SCOPE OF SERVICES

The desired scope of services is diagrammed in the Project Specifications attachment included in this RFP Packet, to cover McKinley, Wilson, Sycamore, Gridley High School, and Esperanza school sites. Contractor shall provide and install IP-based speaker units, outside paging horns, and other devices (e.g. headend units) as specified in the locations indicated in Project Specifications utilizing existing ethernet ports whenever possible and adding additional ports as needed to meet installation needs at the specified locations. Contractor shall provide any needed mounting hardware to complete the installation of the units. Additionally, contractor shall provide or make available training to GUSD IT staff on the installation, programming, and daily operation of the installed system and assist GUSD IT staff with integrating the system to existing systems such as the Avaya IP-based phone system whenever possible.

E. SUBMITTAL REQUIREMENTS

Requirements for contents of submittals are:

1. The proposer shall submit one (1) hard copy of the proposal to Michael Pilakowski, Director of Curriculum and Technology at 429 Magnolia Street, Gridley CA 95948. Proposals must be received no later than December 8th, 2022 by 4:00 p.m. with the subject "Proposal for Clocks/Bells/Paging (RFP # IT23-01)".
2. The GUSD will not accept any proposals or proposal modifications submitted by email.
3. Proposals received after the date and time specified above will be considered non-responsive and will be returned to the Contractor.
4. Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Contractor. To be considered, however, the modified proposals must be received prior to the date and time specified above.
5. Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Contractor will be considered non-responsive and rejected.
6. Proposals shall be submitted marked "Proposal for Clocks/Bells/Paging (RFP # IT23-01)".
7. Proposals submitted in response to this RFP shall become the property of the GUSD and be considered public documents under applicable state law.
8. Any proposer failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.
9. Proposers must comply with the following format requirements.
 - a. Material must be in 8-1/2 x 11-inch format.
10. Each proposer must also register with GUSD as a vendor under the California Uniform Public Construction Cost Account Act (CUPCCAA) Contractors Application available at:
<http://www.gusd.org/Departments/Business-Services/CUPCCAA--Open-Bids/index.html>.

F. CONTENT REQUIREMENTS

The following list describes the required format and content for the vendor proposal. Proposals must contain all sections described below, in the order shown. Failure to adhere to this outline may eliminate the proposal from further consideration.

1. TRANSMITTAL/COVER LETTER (maximum of 2 pages)

- a. Provide a letter of introduction signed by an authorized officer of the proposer. If the proposer is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
- b. Include a brief description of why your firm is well suited for, and can meet, the GUSD's needs.

2. BUSINESS INFORMATION

- a. Company name
- b. Address
- c. Telephone
- d. Fax

- e. Website
- f. Name and email of main contact
- g. Federal Tax I.D. Number
- h. License or Registration Number

3. PROJECT TEAM SUMMARY

- a. Identify key team members, including sub-consultants, and state their qualifications relevant to the scope of services for the Project(s).
- b. Each Proposal must include evidence that the proposer is legally permitted and properly licensed to conduct business in the State of California.
- c. The GUSD expects that the team shall remain intact through the duration of the Project. If a team member must leave, the GUSD reserves the right to approve that team member's replacement.

G. FEE PROPOSAL

Fee proposal shall include hourly billing rates by position (proposed); staffing plan (proposed); and reimbursable schedule (proposed). Proposal shall provide a Schedule of Rates ("SOR") by position, by company entity, for each position proposed by your firm, whether you are submitting as a prime with subconsultant(s), or as joint venture or partnership. The SOR should identify proposed reimbursables by category. Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation. Where applicable, applicants are advised that this is a Public Works Project and as such is subject to Prevailing Wage requirements in the State of California.

A form of the Agreement has been distributed with this RFP Packet as Attachment "A." The final form of the Agreement will incorporate the final scope of work and not-to-exceed fee negotiated between the GUSD and the selected firm, which shall be negotiated with the successful proposer. *Any objections to the form of Agreement must be identified in your Cover Letter, up to one page, and will not be counted towards page limitation.*

Materials, installation, and other costs shall be broken out in the proposal on a per-site basis, with the understanding that GUSD may choose to proceed with some, all, or none of the school sites in this project.

H. SELECTION PROCESS

Proposals will be subjected to an evaluation and selection process. The first stage will begin with a review of the response to the RFP. A proposal must meet all mandatory modules/functions to be considered. The GUSD retains the sole discretion to determine issues of compliance and to determine whether a proposer is responsive, responsible, and qualified. Based upon the information presented in the submissions, the GUSD may elect to conduct interviews with some or all the proposers. After the interviews, if any, the GUSD will identify the firms/teams that can provide the greatest overall benefit to the GUSD.

- 1. Proposals not meeting mandatory requirements or found to be incomplete will not be considered. The GUSD may disqualify any proposer for any reason without explanation.
- 2. The GUSD may choose to ask clarifying questions in writing and include the additional information gathered in this process.
- 3. Evaluation and rating of the responses will be based on:

- a. Information provided by the proposer in their response.
 - b. Information provided by the proposer in response to the GUSD's clarification questions.
 - c. Information from reference checks.
 - d. Experience and performance history of the firm with similar services.
 - e. Experience and results of proposed personnel.
 - f. Technical capabilities and record of accomplishment.
 - g. Value of services under proposed fees.
 - h. Overall responsiveness of the proposal.
4. The quality of the response(s) will be evaluated using the following criteria:
 - a. Completeness
 - b. Thoroughness
 - c. Accuracy
 - d. Compliance with proposal instructions
 - e. Organization and conciseness of descriptive text material
 5. RFP proposals will be rated on the following:
 - a. Pricing (40%)
 - b. Service, Experience, and Knowledge (20%)
 - c. Plan (20%)
 - d. References (10%)

Additional Scoring: The GUSD reserves the right to select up to, the top three (3) finalists for oral interviews based on the GUSD's analysis and rating of the proposal package. These interviews will have an additional point rating of up to fifteen (15) points. These interviews will be conducted to evaluate company expertise, qualifications, operations, and services deemed by the GUSD to be in its best interests. The key proposed Project staff will be expected to attend the interview. The interview will be an opportunity for the GUSD's evaluation committee to review the firm's proposal and other matters the committee deems relevant to its evaluation. *Any comments or proposed changes to the form of Agreement attached hereto as Attachment "A" shall be provided in writing before the interview and may be the subject of inquiry at the interview.* Upon announcement of recommendation for contractor award, terms and conditions for service submitted by proposers may be subject to negotiation, as well as any specific terms in the proposals submitted. Should oral interviews be deemed necessary, the final approval process may be delayed up to 30 calendar days.

6. The GUSD may perform investigations of responding parties that extend beyond contacting the references identified in the submittals. The GUSD may request a proposer to submit additional information pertinent to the review process. The GUSD also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted. At the evaluation committee's discretion, firms may be asked to arrange a tour of representative facilities.
7. The GUSD reserves the right to reject any or all submittals and to negotiate contract terms with one or more proposers for one or more work items. The GUSD reserves the right to award all, part, or none of the work described in this RFP. Each submittal will be scored by an RFP evaluation committee. The GUSD reserves the right to contract with any entity responding to this RFP for all or any portion of the work described herein, to reject any proposal as non-responsive, and/or not to contract with any proposer for the services described herein. The GUSD makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The GUSD

reserves the right to contract with any firm not participating in this process. The GUSD shall in no event be responsible for the cost of preparing any proposal in response to this RFP, including any supporting materials.

I. LIMITATIONS

The award of a contract, if at all, is at the sole discretion of the GUSD. The GUSD reserves the right to contract with any entity responding to this RFP. The GUSD makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The GUSD shall in no event be responsible for the cost of preparing a response to this RFP.

The proposals, and any other supporting materials submitted to the GUSD in response to this RFP, will not be returned and will become the property of the GUSD unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the GUSD to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, proposals shall be held confidential by the GUSD and shall not be subject to disclosure under the California Public Records Act until after either: (1) the GUSD and the successful proposer have completed negotiations and entered into an agreement, or (2) the GUSD has rejected all proposals. Furthermore, the GUSD will have no liability to the proposer or other party because of any public disclosure of any proposal.

J. AWARD AND EXECUTION OF CONTRACT

The GUSD will endeavor to award the contract within thirty (30) days after acceptance of proposal. If the successful proposer refuses or fails to execute the Contract, the GUSD may award the Contract to the second-Best Value Proposer. If the second-Best Value Proposer refuses or fails to execute the Contract, the GUSD may award the Contract to the third-Best Value Proposer. If all proposals are rejected, all Proposers shall be notified within thirty (30) days after declaration of said proposal rejections.

Execution of Contract The Contractor to whom the contract is awarded shall execute a written contract with the GUSD and furnish the required Certificate of Insurance and Endorsement, Certificate of Insurance (Workers' Compensation), and Payment and Performance Bonds within ten (10) days after the Contractor has received notice of intent to award the Contract.

K. LEGAL RELATIONS AND RESPONSIBILITIES

The Contractor shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments Each Occurrence General Aggregate	\$ 3,000,000 \$ 5,000,000 Umbrella or excess
Automobile Liability Insurance - Any Auto Each Occurrence General Aggregate	\$ 3,000,000 \$ 5,000,000 Umbrella or excess
Workers' Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000
Contractor's Pollution Liability Each Occurrence General Aggregate	\$1,000,000 \$2,000,000
Professional Liability (E&O) Each Occurrence General Aggregate	\$2,000,000 \$2,000,000

- a. **Commercial General Liability and Automobile Liability Insurance.** Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Contractor, the GUSD, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the GUSD.)
- b. **Workers' Compensation and Employers' Liability Insurance.** Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Contractor shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Contract are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.
- c. **Proof of Insurance.** The Contractor shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the GUSD and approved by the GUSD. Certificates and insurance policies shall include the following:
 - a. A clause stating: "This policy shall not be canceled until notice has been mailed to the GUSD, stating date of cancellation. Date of cancellation shall not be less than thirty (30) days after date of mailing notice."
 - b. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation notice will be sent, and length of notice period.
 - c. An endorsement stating that the GUSD and its Governing Board, agents, representatives, employees, trustees, officers, consultants, and

volunteers are named additional insured under all policies except Workers' Compensation Insurance, and Employers' Liability Insurance. An endorsement shall also state that Contractor's insurance policies shall be primary to any insurance or self-insurance maintained by GUSD. An endorsement shall also state that there shall be a waiver of any subrogation. Endorsements shall at least be as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used.

- d. Contractor shall require and verify that all subcontractors maintain insurance meeting all requirements stated herein, and Contractor shall ensure that the GUSD is an additional insured on insurance required from subcontractors. For commercial general liability coverage, subcontractors shall provide coverage with a form at least as broad as CG 20 38 04 13.
- e. All policies except the Workers' Compensation Insurance, and Employers' Liability Insurance Policies shall be written on an occurrence form.

Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the GUSD.

N. FULL OPPORTUNITY

The GUSD hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), and Disabled Veterans Business Enterprises ("DVBE") shall be afforded full opportunity to submit proposals in response to this RFP and no proposer will be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

O. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person or entity submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFP, the evaluation/selection process, or the award of the contract with any member of the GUSD, Board of Education, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the proposer.

P. MODIFICATIONS

Changes in, or additions to, the proposal, recapitulations of the work proposed upon, alternative proposals, or any other modification of the proposal which is not specifically called for in the contract documents may result in the GUSD's rejection of the proposal as not being responsive to the invitation to propose. No oral or telephonic modification of any proposal

submitted will be considered and an electronic/e-mail modification may be considered only if the postmark shows as evidence that a confirmation of the e-mail duly signed by the proposer was sent prior to the opening of proposals.

Q. EXAMINATION OF SITES AND RFP DOCUMENTS

Each proposer shall fully acquaint themselves with the conditions in order to fully understand the facilities, difficulties, and restrictions attending the execution of the work under the contract. Proposers shall thoroughly examine and be familiar with the specifications. The failure or omission of any proposer to receive or examine any contract documents, form, instrument, addendum, or other document or to visit the site and acquaint themselves with conditions there existing shall in no way relieve any proposer from obligations with respect to their proposal or to the contract.

- a. Each proposer, by making their proposal represents that they have read and understands the Contract and Proposal Documents and any and all related reports and information. After executing the Agreement, no consideration will be given to any claim of misunderstanding of the documents.
- b. Each proposer, by making their proposal, represents that they have familiarized themselves with the area of the work and local conditions under which the work is to be performed, including subsurface conditions. Such inspection shall specifically consider requirements for accessing the site and determining the work can be completed as required by, and as shown in, the RFP Documents.

R. OTHER REQUIREMENTS

- A. Fingerprinting/Criminal Background.** By law it is the GUSD's responsibility to determine whether a contractor must provide fingerprint certification. Pursuant to Education Code section 45125.1, a fingerprinting compliance certificate is included as part of the contract documents.
- B. Tobacco-Free Policy.** To create a clean healthy environment for students and employees, the GUSD has prohibited the use of tobacco products on all GUSD Property and in GUSD Vehicles. All GUSD consultants, contractors and vendors shall inform their employees and agents that are performing services for the GUSD, of the GUSD's objectives of a smoke free environment (Superintendent Policy 3513.3, Ed Code 48901).
- C. Drug-Free Workplace.** Proposer warrants that Proposer is knowledgeable of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.), regarding a drug-free workplace and shall abide by and implement its statutory requirements.
- D. Safe-School Zones.** California state law mandates areas within 1,000 feet of a school campus as a Safe-School zone, and as such, prohibits certain behaviors within this zone. Specifically, possession of firearms, knives, alcohol, tobacco, and other weapons or drugs are prohibited in Safe-School zones. Unless for a specific purpose as a tool, such as a knife for cutting wire, these items are prohibited while in Safe-School zone areas, even if the possessor holds a valid permit (such as a CCW). Further, persons with certain criminal backgrounds prohibiting them from entering a Safe-School zone or school campus shall not violate the prohibition. Therefore, all GUSD consultants, contractors, and vendors shall inform their employees and agents that are performing services for the GUSD, of Safe School zone laws.
- E. Invoicing.** Contractor shall provide an itemized invoice.
- F. CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNT ACT**

(CUPCCAA).

S. SCHEDULE

The GUSD reserves the right to change the dates on the schedule without prior notice.

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WE THANK YOU FOR YOUR INTEREST IN THIS PROJECT!



**Specifications
for
Clock/Bells/Paging System**

RFP No. IT23-01

Issue Date: November 4, 2022

**Issued By: Gridley Unified School District
429 Magnolia Street
Gridley, CA 95948**



IP6K-1

IP6000 headend with Application server, SIP intercom controller, 4 Port Audio Gateway, 8 port I/O module and UPS



VE-8092

Interactive Console



VL550

IP Speaker-with-Text and Flashers,
40-Inch Wide



VE4022A

IP One-Way/Talkback Lay-In Ceiling Speaker



VL520

IP Speaker-with-Text and Flashers,
20-Inch Wide



522

Double Sided IP Speaker-with-Text and
Flashers, 20-Inch Wide



VIP9815A

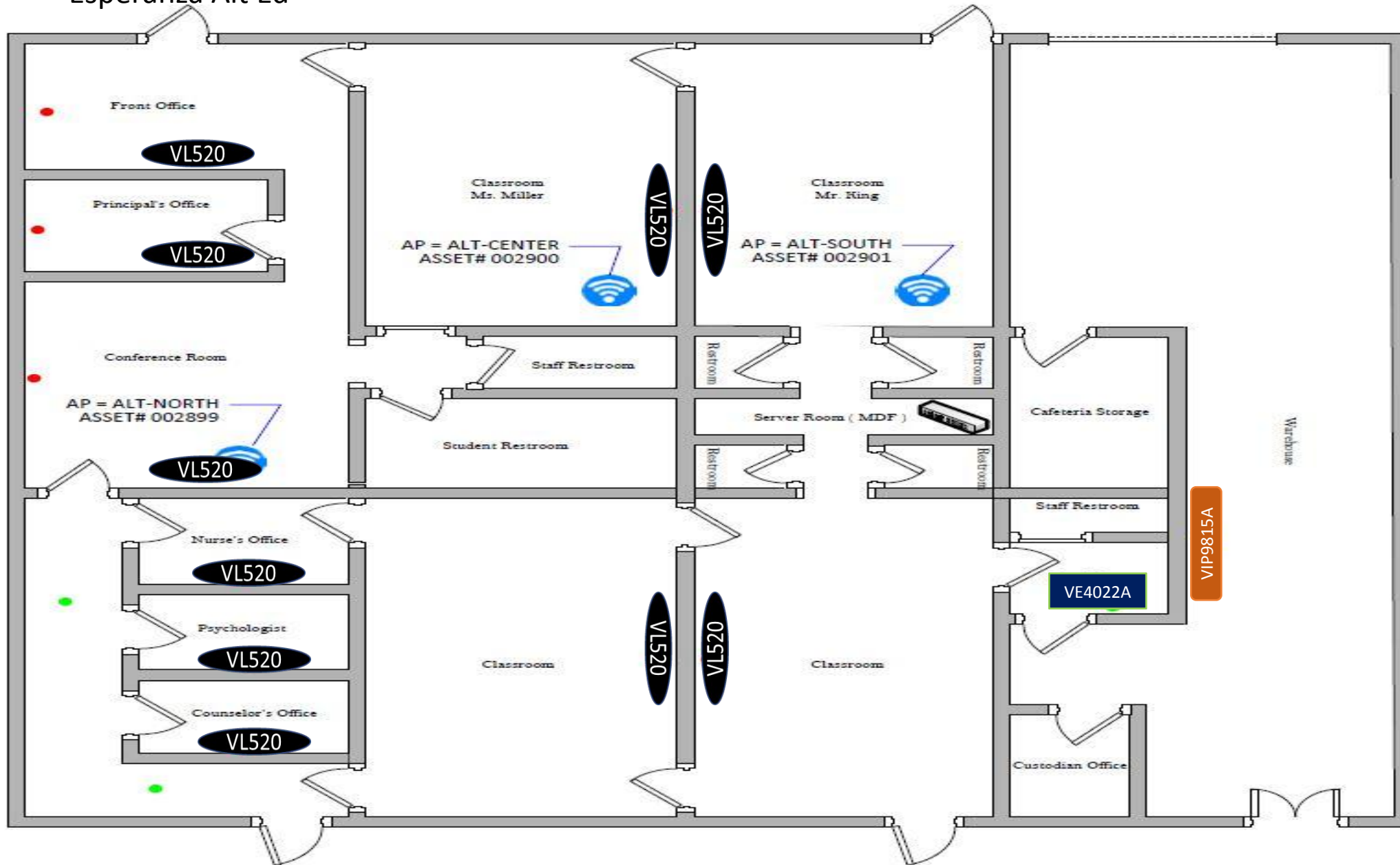
IP Stealth Corridor Speaker

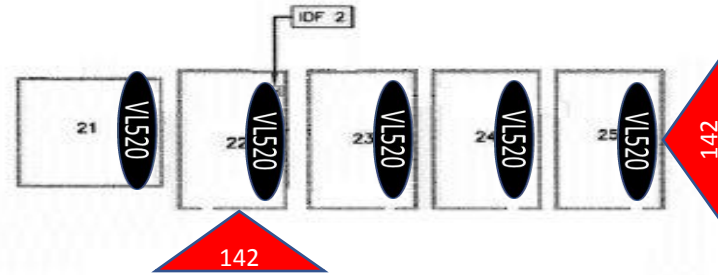
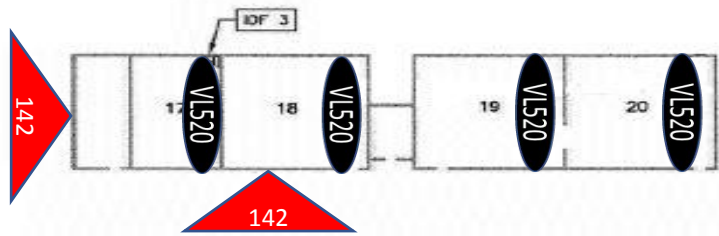


VIP-142

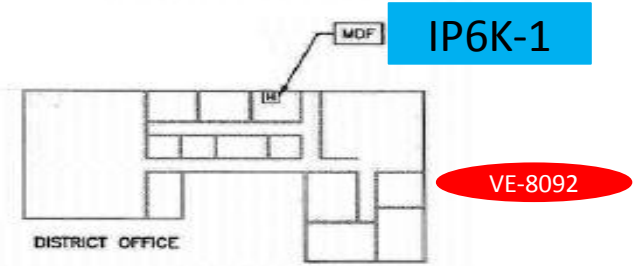
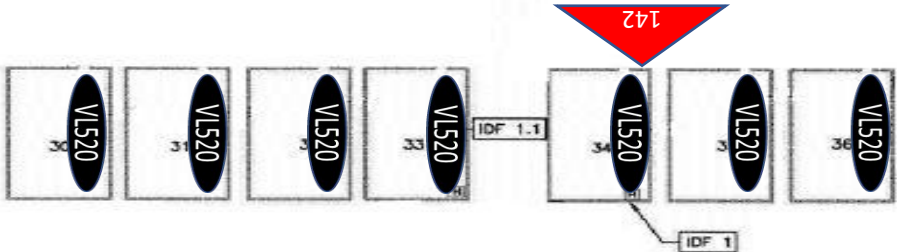
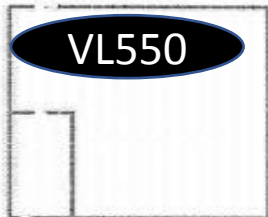
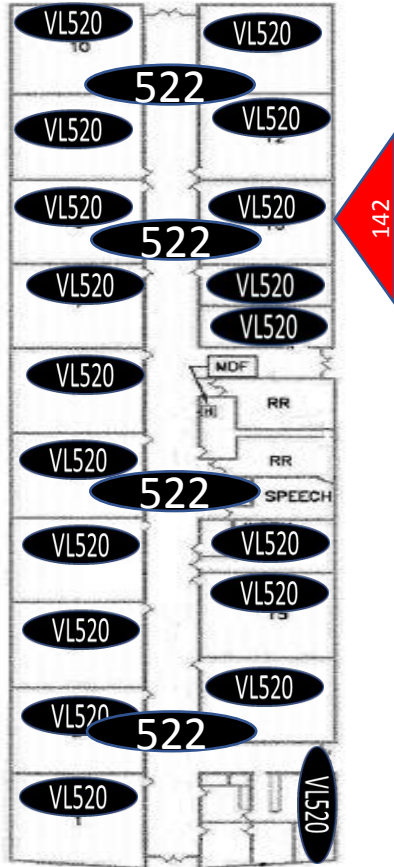
High Power IP Paging Horn

Esperanza Alt Ed





WILSON SCHOOL

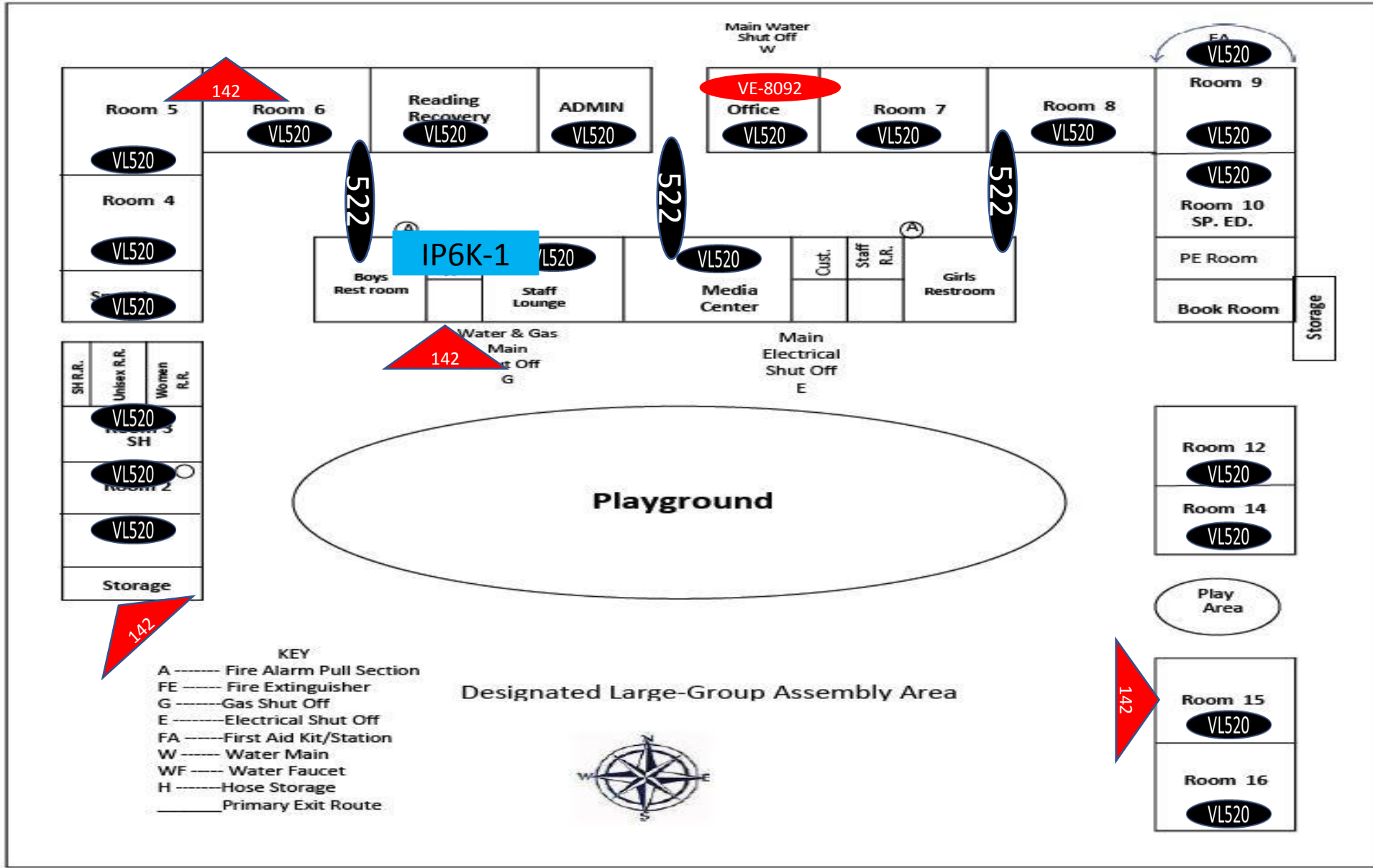


VE-8092

VE-8092

MCKINLEY SCHOOL MAP

SYCAMORE STREET



KEY

- A ----- Fire Alarm Pull Section
- FE ----- Fire Extinguisher
- G ----- Gas Shut Off
- E ----- Electrical Shut Off
- FA ----- First Aid Kit/Station
- W ----- Water Main
- WF ----- Water Faucet
- H ----- Hose Storage
- Primary Exit Route



MAGNOLIA STREET

VERMONT STREET

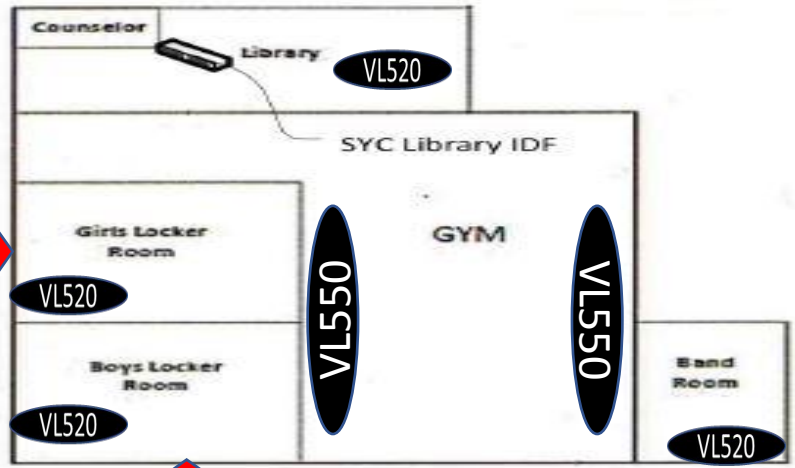
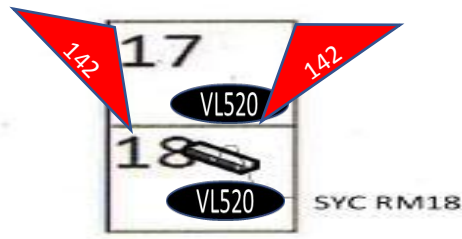
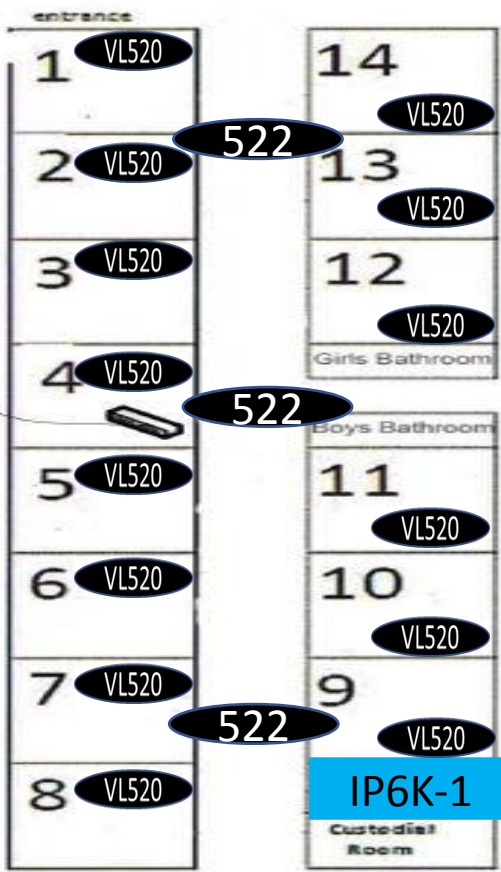
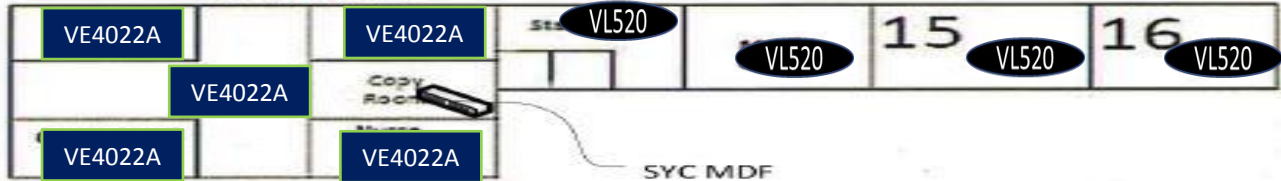
OHIO STREET

Sycamore School Site

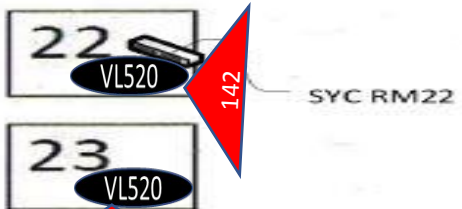
CAFETERIA

Sycamore Middle School
1125 Sycamore St Gridley, CA 95948

Assembly Area



VL-550's in Gym
Have wire guards

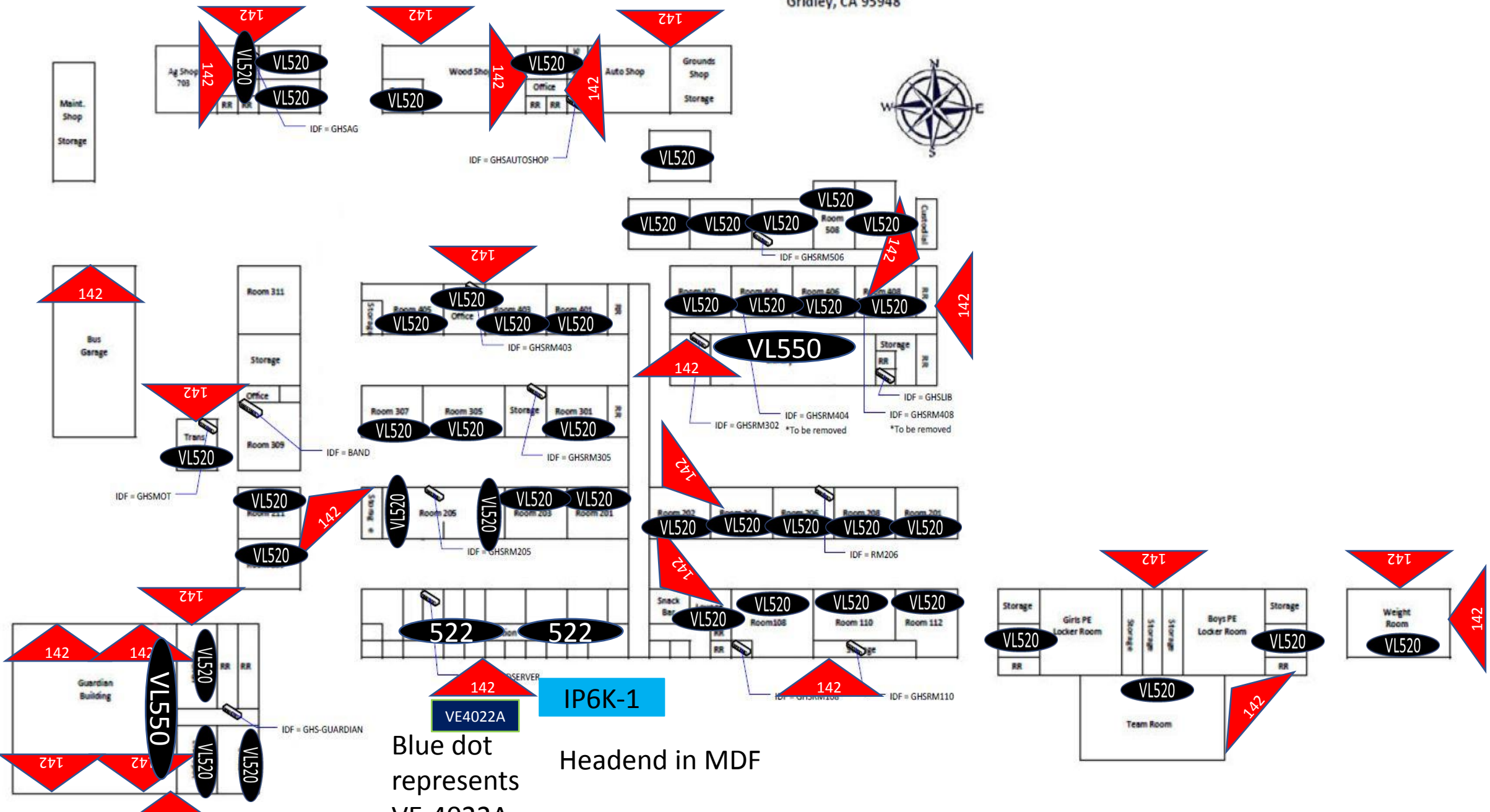


Assembly Area
Play Field

SYC IDF Room 4

GHS Network Map

Gridley High School
300 E Spruce St.
Gridley, CA 95948



Blue dot represents VE-4022A

Headend in MDF

IP6K-1