

**REQUEST
FOR
PROPOSAL
(RFP)**

**for a
TELECOMMUNICATION SYSTEM,
INTERCOMMUNICATIONS SYSTEM
e/w TALK- BACK SPEAKERS,
MASTER CLOCK/BELL SYSTEM
and**

CARRIER SERVICES

**for the
TOWN OF WAREHAM**



**JOHN W. DECAS ELEMENTARY
SCHOOL**

SEPTEMBER 29, 2016

**THE UPTON GROUP, LTD.
TELECOMMUNICATION CONSULTANTS**

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I. INVITATION TO PROPOSE

The Town of Wareham and the Wareham Public Schools are contemplating the replacement and enhancement of their existing communication systems at the John W. Decas Elementary School located at 760 Main Street, Wareham, Massachusetts 02571. The Town of Wareham is interested in state-of-the-art Premise based, Hosted and/or Hybrid VoIP solutions with enhanced technology which will improve the productivity of its Faculty and Staff as well as serving the needs of their students.

The general requirement will be to provide the following:

- 55 VoIP Telephones (3 Answering Position, 16 Administrative and 36 Classroom) NOTE: There are a total of five (5) HP Procurve 2620-24 non-POE switches, tied together with fiber optical cable, positioned in the Janitors Closets. Each Classroom has a PC connected to these Procurve switches by Category 5 cabling. There are two (2) Category 5 cables to each classroom. One Gray (A) the other Beige (B). It's our intension to use one of these for the VoIP phones. Note: The existing Procurve switches will be replaced by HP Procurve 1920 48-port gigabit advanced smart managed switch with 4 GbE SFP ports.
- Reuse Speakers (Quam A31DVK 270914, 8 ohm, 8", 4 conductor shielded 14 or 16 gauge speaker wire) or provide 36 Classroom Ceiling or Wall mounted Talk-Back Speakers. Currently using, but not necessary, CIB4 Press to Call Buttons (3 conductor shielded 14 or 16 gauge speaker wire). Intercommunication to/from Classroom to be accessed from designated telephones. Test and replace as necessary.
- Reuse 28 Speakers (Quam A31DVK 270914, 8 ohm, 8", 4 conductor shielded 14 or 16 gauge speaker wire) or provide 28 Hallway Ceiling or Wall mounted Speakers. Test and replace as necessary.
- Reuse 6 Bathroom, 2 Cafeteria, 2 Gymnasium Speakers (Quam A31DVK 270914, 8 ohm, 8", 4 conductor shielded 14 or 16 gauge speaker wire) or provide 6 Bathroom, 2 Cafeteria, 2 Gymnasium Ceiling or Wall mounted Speakers. Test and replace as necessary.
- Reuse or provide 5 Outdoor Courtyard Horns (non Talk-Back)
- Provide 5 Outdoor Horns with appropriate wiring
- Bell & Clock System (wireless preferred) integrated with the Speakers & Horns. Bell system in the Courtyard currently does not work (fix or replace).
- Door Answering System integrated with the telecommunication system

NOTE: The school does have materials containing asbestos, including the ceiling tiles. The contractor must use the School Departments Asbestos Management Plan to review the locations of Asbestos Containing Materials. A copy of this plan will be available at the Proposers Meeting. These tiles cannot be handled or removed by a person who has not gone through the Asbestos Handling Training. All proper safety equipment must be used while handling these tiles. Material should not be accidently disturbed as this could result in occupant exposer or building contamination.

DOOR ANSWERING SYSTEM:

Please provide a Door Answering System for the schools' two (2) doors (Outside door & inside security door). This system must be integrated into the telecommunication system that you are providing. When the call button is pressed on the outside door or the inside security door, the three (3) reception telephones at that school will indicate that someone desires entry from the front door. After the receptionist identifies the person (by conversation) and approves admittance, the receptionist merely presses a particular button on their telephone which unlocks the door to allow the person to enter.

WIRE & CABLE INFRASTRUCTURE:

Note: The existing cable and wiring is explained above and assumed to be in acceptable working quality. The only locations that appear to require wiring is for the Outside Speakers. It is therefore imperative that you attend the proposal meeting with a company representative or subcontractor that is well versed in wire and cable infrastructure so as to inspect the wire and cable plant. Also please note that the requirement for any additional IP telephones will require your company to provide Category 6 wire to each location that requires an IP telephone.

Please discuss the potential of battery back-up for the speakers as well as the telecommunication system for twenty (20) minute battery back-up and connection to the emergency generator.

Some of the desired features are Automated Attendant with the ability to "tree down" to the intended department and individual extension. Voice Mail, Mobility, Presence, Unified Messaging including Facsimile and any other features as you think will benefit the John W. Decas Elementary School should also be included. If you are proposing a Hosted or Hybrid system you MUST show the various user bundles with their respective costs. Please include the cost of a "Voice Mail only user bundle" as there are approximately thirty-six (36) classrooms that will require voice multiple mailboxes. Some of these will be shared voice mailboxes by multiple teachers. Please explain in detail how a shared mailbox with three (3) users works.

This Request For Proposal (RFP) identifies the needs for communications which is now being served by the existing Avaya Partner system, equipped with four (4) working Centrex lines and up to twenty-three (23) active extensions and stand-alone POTS lines. These specifications are provided and issued to guide you in the preparation of your proposal and to assist us in the selection of the Vendor or Vendors. You may feel confident that the Vendor(s) who will be awarded the contract to supply and install the system(s) will be the Vendor(s) who most completely responds to the RFP, who has demonstrated competency in the installation and maintenance of similar systems, and who will provide the best system to fill the needs of the John W. Decas Elementary School.

John W. Decas Elementary School utilizes Comcast and Fios (awaiting) for data passage with ample bandwidth.

Please include the type (and approximate monthly cost if possible) of Carrier Services that your proposal requires.

We are looking forward to having your firm submit a proposal. Each Vendor will be notified within a few days after the selection is made. **No counter-offers will be accepted or considered. The proposal you make should be based upon your best possible effort.** There will be a question and answer session at the RFP meeting on Tuesday, October 11th at 9:00 AM at John W. Decas Elementary School, 760 Main Street, Wareham, Massachusetts 02571. Following the meeting a tour of the facility will take place. If you desire to ask any questions after the October 11th meeting, we ask that all questions be presented in written format by Friday, October 14th by 4:00 PM.

Please direct all of your questions relative to the RFP to:

Michael MacMillan, Business Manager
Wareham Public Schools
mmacmillan@wareham.k12.ma.us

A copy should be emailed to:

Lewis R. Moretsky, The Upton Group, Ltd.
Email: lmoretzky@theuptongroup.net

All written questions will be answered in writing to all Vendors by Wednesday, September xx, 2016. John W. Decas Elementary School reserves the right to reject all proposals or any proposal, or to waive any irregularities in any proposal, or to accept any proposal, which will best serve the interests of John W. Decas Elementary School.

Proposals will be accepted from each Vendor for state-of-the-art Premise based VoIP Systems, Hosted VoIP Systems and/or Hybrid VoIP Systems (**market share manufactured systems preferred**) and other items as specified. Time will be allotted at the RFP meeting for you to visit the school. If you feel that, your firm would like to be considered to provide the equipment and services required, please submit a proposal as outlined in the accompanying material.

Note: You do not have to propose all systems and solution to be considered

END OF RFP INVITATION

II. ANTICIPATED CALENDAR OF EVENTS

Tuesday, October 11, 2016 at 9:00 AM– Proposers meeting at 760 Main Street, Wareham, Massachusetts 02571, question and answer session and viewing of the locations as required.

Friday, October 14, 2016 by 4:00 PM – Final day for submission of written questions via email.

Wednesday, October 19, 2016 – Responses to written questions, if any, sent out via e-mail.

Wednesday, October 26, 2016 by 2:00 P.M. – RFP Responses due.

Wednesday, November 2, 2016 – RFP analysis complete.

Wednesday November 9 and if necessary Thursday, November 10, 2016 – Demonstrations of finalists.

TBD – Contract negotiations and selection of the Vendor/system/options.

ASAP – Cutover of the Systems and Services

Sealed proposals must be submitted and endorsed with the name of the proposer and title of the project. **THE PROPOSAL FORM & COST SHEETS (PAGES 47 THROUGH 53, SECTIONS VIII, IX, X, XI) MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE.** SECTION XII – ACCEPTED-EXCEPTION SECTION SHOULD BE SUBMITTED WITH THE TECHNICAL PROPOSAL, **NOT WITH THE PROPOAL FORM & COST SHEETS.** No proposal may be withdrawn for a period of sixty (60) days after the date set for opening thereof. The original of the Technical Proposal with Section XII plus three (3) additional copies (four in total) and one copy in PDF format on a Thumb drive must be received by:

Michael MacMillan, Business Manager
Wareham Public Schools

Office of the Superintendent of Schools, on behalf of the Awarding Authority, the School Committee, Wareham Multi Service Center, 48 Marion Road, Wareham, MA 02571

The Proposal Form & Cost Sheets (in a separate sealed envelope) three (3) additional copies (four in total) and one copy in PDF format on a Thumb drive must be received by:

Michael MacMillan, Business Manager
Wareham Public Schools

Office of the Superintendent of Schools, on behalf of the Awarding Authority, the School Committee, Wareham Multi Service Center, 48 Marion Road, Wareham, MA 02571

Above documents must be received no later than 2:00 PM, Wednesday, October 26, 2016, to be considered. If the Proposal Form & Cost Sheets are not in a separate sealed envelope your submissions will not be considered.

END OF ANTICIPATED CALENDAR OF EVENTS

III. INSTRUCTIONS TO PROPOSERS

3.1. PROJECT DESCRIPTION:

The successful proposer shall provide, furnish, install and warranty all the necessary equipment, material, hardware, software and labor for VoIP Premise Systems, or Hosted, or Hybrid systems (Combination of a VoIP Premise Based System and a Hosted System) and peripheral equipment as described within these Contractual Documents (such as Intercommunication Systems, Speaker Systems with Hands-Free Reply, Door Answering Systems and Carrier Services if desired). The Telecommunication and other "System(s)" shall be installed in the facilities of John W. Decas Elementary School at the location indicated.

The Proposal must include the furnishing of all equipment, accessories, database information, training, software, hardware, labor, materials and installation as specified herein. Any material or equipment necessary for installation and operation of the system not specified or described herein will be deemed to be part of these specifications.

3.2. CONTRACT DOCUMENTS:

The Contract Documents Consist of (1) the Invitation to Propose, (2) the Instruction to Proposers, (3) the General Conditions, (4) the Specifications, (5) the Acceptance/Exception Form, (6) the Propose Form, (7) the Cost Break-Out Form, (8) The Installation and Completion Schedule, and (9) the Proposal, including all supplements, modifications and addenda incorporated by John W. Decas Elementary School before their execution. Any provision in any of the foregoing Contract Documents first enumerated above shall govern except as otherwise specifically stated by John W. Decas Elementary School. The award of a contract(s) will be subject to the negotiation and execution of a contract between John W. Decas Elementary School and the selected proposer. In the event of any conflict in the provisions of any of the foregoing Contract Documents, the conflict shall be resolved in favor of the document with the highest priority. For purposes of the preceding sentence, the order of priority shall be the above listed documents in descending order.

3.3. GENERAL:

- A. The work contemplated in the contract is described in the Contract Documents. Each proposer shall examine the proposal documents and inform themselves and any Sub-Contractors as to the Contractor's responsibilities on the project.
- B. It is required that each proposer visit the site of the installation and familiarize themselves with job site conditions, the work in place, and generally inform themselves of all conditions affecting execution of the work contemplated in this contract.

C. The specifications exhibit the intent and purpose of John W. Decas Elementary School regarding the work, and they shall be so considered by the proposers. Accordingly, the proposer admits and agrees that they are not complete in every detail and that work and materials not indicated or expressly mentioned in the specifications, which are manifestly necessary for the full and faithful performance of the work in accordance with the true intent, will be included in their proposal and incorporated into the work the same as if indicated and specified. In the case of ambiguity with regard to quantity and/or quality, the proposer shall include in their proposal the better quality and/or greater quantity, and all costs therewith shall be included in their proposal.

D. No consideration will be granted for any alleged misunderstanding of the requirements of the Contract Documents, it being understood that the tender of a proposal carries with it the agreement to all provisions of the Contract Document.

3.4. INTERPRETATIONS:

A. Questions pertaining to the specifications shall be in writing and directed to:

Lewis R. Moretsky, The Upton Group, Ltd.

Email: lmoretsky@theuptongroup.net

B. A copy of your written communication should be emailed to:

Michael MacMillan, Business Manager, John W. Decas Elementary School

mmacmillan@wareham.k12.ma.us

C. Neither John W. Decas Elementary School nor the Consultant will be responsible for any oral interpretations during the proposal period.

3.5. FORM OF PROPOSAL:

A. General:

Proposals must be submitted with one original (so marked) and three (3) additional copies for a total of four (4) and one copy in PDF format on a Thumb drive. They must be submitted in sealed envelopes or boxes bearing on the outside the name and address of the proposer and the title of the Project. TELECOMMUNICATION SYSTEM PROPOSAL FOR JOHN W. DECAS ELEMENTARY SCHOOL.

1. No oral, telephone, or telegraphic proposal modifications of the proposal will be accepted.

2. All proposal prices shall be filled in, in ink or typed, in both printed words and figures. Signatures, with Titles, shall be in ink and in longhand. Proposals, which are incomplete, conditional or obscure, may be rejected as informal.

B. Requirements for Signing the Proposals:

1. Proposals, which are not signed by the individual making them, should have attached thereto a power of attorney evidencing authority to sign the proposal in the name of the person for whom it is signed.
2. Proposals, which are signed by a partnership, should be signed by all of the partners or by an attorney in fact. If signed by an attorney in fact, there should be attached to the proposal a power of attorney evidencing authority to sign the proposal, executed by the partners.
3. Proposals, which are signed for a corporation, should have the correct corporate name thereof and the signature of the president or other authorized officer of the corporation manually written below the corporate name following the word, "By _____."

3.6. NON-INTERFERENCE OF PROPOSE PROCESS:

A. Interference of the Propose Process by any submitting Vendor, employee of the submitting Vendor, persons with vested interests and/or persons with associated interests of the submitting Vendor shall disqualify the Vendor proposal.

B. Under the terms of the Contractual Document, Interference shall be described as: "any effort by any person as stated above to sway, coerce, influence or otherwise affect the outcome of the proposal process to their advantage by any means other than fulfilling the terms of the Contractual Documents."

3.7. RECEIPT OF PROPOSALS:

Sealed proposals must be submitted and endorsed with the name of the proposers and title of the project. Technical Proposals and Cost Sheets must be kept separate. No proposal may be withdrawn for a period of sixty (60) days after the date set for opening thereof. The original of the proposal plus three (3) additional copies (four copies in total) and one copy in PDF format on a Thumb drive should be received by:

Michael MacMillan, Business Manager
Wareham Public Schools
Office of the Superintendent of Schools, on behalf of the Awarding Authority, the School
Committee, Wareham Multi Service Center, 48 Marion Road, Wareham, MA 02571

Proposals must be received no later than 2:00 PM, Wednesday, October 26, 2016, to be considered.

PLEASE INCLUDE A SCHEDULE 1 OR SCHEDULE A (A DETAILED LIST OF COMPONENTS). FAILURE TO DO THIS WILL ELIMINATE YOU FROM CONSIDERATION.

3.8. AWARD OF CONTRACT:

A. Contract Award: The award of contract will be made as soon after the opening of proposals as practical. John W. Decas Elementary School reserves the right to waive any defects and informalities in Proposals, to reject any or all Proposals, to take any or all Proposals under advisement, or to accept any Propose as may be deemed in its interest as meeting the standards of the best proposal.

B. Opening: Proposals shall be opened publically at 2:30 PM, Wednesday, October 26, 2016.

C. Basis of Award: The contract will be awarded based on the best-qualified responsive proposal as determined by John W. Decas Elementary School.

3.9. MATERIALS AND EQUIPMENT:

A. Materials and equipment to be provided by the Contractor shall be established as follows: In cases where materials to be provided are identified by trade name or by a specific manufacturer's name and model, type or catalog number, such materials shall be furnished and included in the Base Proposal.

In cases where materials to be provided are identified by name of one or more manufacturers, it is understood that the Contractor may furnish such materials by one of the named manufacturers of their choosing. In cases where materials to be provided are identified by the name of one or more manufacturers and are followed by the words, "or otherwise approved," the proposer shall either:

1. Establish acceptance of specific material proposed by confirmation with the Consultant in writing not less than ten (10) days prior to the date established for opening of the proposals; or,
2. List and identify the proposed materials as a proposer's optional alternate together with the cost differential between materials included in the Base Proposal and the materials so offered; or,
3. Assume, at the risk of subsequent rejection, that the alternate material will be judged "equally as serviceable for the purpose intended" by the Consultant.

B. If the proposer would prefer to provide materials by manufacturers other than that named in the specifications and/or indicated on applicable drawings, they shall submit proposer's optional proposals with the Base Propose on the form provided for that purpose. Proposer's optional proposals shall be offered on a single item basis, that is, a separate such proposal for each item of material in question. Accordingly, the proposer shall, in space provided in the proposal form for proposer's optional alternates, define and clearly establish the materials in question and all materials it is intended to replace together with the associated cost differentials. Materials so offered shall satisfy all project requirements pertaining to the materials affected by the proposal and should be equal or greater than the materials specified. In the absence of such information, this Contractor shall be charged

with responsibility for all additional costs, of any nature, occasioned by the installation, use, or application of such alternate materials.

3.10. INSURANCE:

Successful proposers will be required to furnish insurance in accordance with provisions of the General Conditions.

3.11. WITHDRAWAL OF PROPOSALS:

Any proposer may withdraw their proposal at any time prior to the date and time established for the opening of proposals. No proposer may withdraw their proposal for sixty (60) days thereafter.

3.12. SUBCONTRACTORS:

The proposer shall accompany their proposal with a list of the names and trades of their Sub-Contractor proposers to whom they propose to sublet portions of the work. John W. Decas Elementary School reserves the right to approve Sub-Contractors.

3.13. RESERVATIONS:

John W. Decas Elementary School reserves the unrestricted right to adjust the contract amount by acceptance or rejection of any, several, or all unit prices, subcontracts, and optional alternate proposals.

3.14. REJECTION OF COLLUSIVE PROPOSALS:

Proposals received from any proposer who engage in collusive proposing shall be summarily rejected. A proposal shall not be considered for award if the price in the proposal was not arrived at independently without collusion, communication, or agreement as to any matter relating to such prices with any other party. Should any action described above be detected at any time during the contract, the contract shall be deemed null and void, and the Contractor shall assume all costs of this project until a new Contractor is selected.

ANNEX A: CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

FIRM

FIRM NAME	
ADDRESS	

AUTHORIZED INDIVIDUAL

SIGNATURE			
NAME		TITLE	
TELEPHONE		FAX	
EMAIL			
DATE			

NOTE: This certificate must be signed by the individual submitting the bid or proposal.

3.15. INCURRING COSTS:

John W. Decas Elementary School is not liable for any cost incurred by proposers in the preparation and presentation of proposals. Total John W. Decas Elementary School liability is limited to the terms and conditions of the contract.

3.16. CONFIDENTIALITY:

The Contractor will take necessary steps to assure the security of business data, personal data and other confidential information in its possession including, but not limited to: alarm systems, locked files, guards, or private telephone numbers and codes. The Contractor will also hold all John W. Decas Elementary School information in the strictest of confidence. John W. Decas Elementary School may require the Contractor to sign a confidentiality statement at the award of the contract.

3.17. FORCE MAJEURE:

Neither the contractor nor John W. Decas Elementary School shall be liable for delays in its performance if the delay to perform the contract arises out of causes beyond its control and without its fault or negligence. Such causes may include, but are not restricted to, acts of God, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of John W. Decas Elementary School, the Contractor or its Sub-Contractor(s).

When such cause arises, the party delayed shall notify the other party immediately in writing of its failure to perform, describing the cause of failure and how it affects performance, and the anticipated duration of the inability to perform. John W. Decas Elementary School shall review the information provided by the contractor and may at its option rescind the contract.

3.18. JOHN W. DECAS ELEMENTARY SCHOOL RECOVERY AND INDEMNIFICATION:

In the event John W. Decas Elementary School is required to undertake any legal action to enforce its rights and remedies under this contract, John W. Decas Elementary School shall be entitled to recover reasonable attorney's fees and costs. Contractor shall agree to indemnify and agree to defend and save John W. Decas Elementary School and its Consultant, The Upton Group, harmless from any and all claims, debts, demands, obligations, or causes of action of every name and nature

arising out of or in any way connected with the Contractor's or its Sub-Contractor's performance under this contract.

3.19. GOVERNING LAW:

This contract and performance will be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts and the federal and state courts located in the Commonwealth of Massachusetts shall be exclusive venue for, and your firm consents to jurisdiction thereof, for any actions with respect to this RFP. They will be further governed by the Massachusetts Contract for Network Services, ITT46 and/or the Massachusetts Contract for Converged Voice and Data Communications Systems, Services and Equipment, ITT50. **Responses must be compliant with the provisions of the Commonwealth of Massachusetts ITT46 and ITT50 as applicable.**

3.20. PROPOSAL BOND:

Each proposal must be accompanied by a proposal guaranty in the form of a cashier's check, certified check made payable to the Wareham Public Schools or proposal bond by an acceptable surety (authorized to do business in Massachusetts) in the amount of not less than five (5%) per cent of the Proposal. The Proposal guaranty will be retained by the Wareham Public Schools until ten (10) days after the contract for the work has been awarded. The proposal guaranties of the unsuccessful vendors will be returned when their proposals are rejected, provided however, that the proposal guaranty of any vendor who withdraws his proposal after the time proposals are opened shall be forfeited to the Wareham Public Schools, irrespective of the reason for such withdrawal, and in no event shall such proposal guaranty be returned.

3.21. WAIVER:

No term or provision hereof shall be deemed waived and no breach excused by John W. Decas Elementary School unless such waiver or consent shall be in writing signed by an officer of John W. Decas Elementary School and expressly identified as a waiver or consent. Any consent by John W. Decas Elementary School to, or waiver of, a breach by the Contractor, whether express or implied, shall not constitute consent to, wavier of, or excuse for any different or subsequent breach.

END OF INSTRUCTIONS TO PROPOSERS

IV. GENERAL CONDITIONS

4.1. GENERAL REQUIREMENTS:

A. Applicable provisions of the General Conditions of the Contract of Construction of Buildings, AIA Contract Document No. A-201, are hereby included as a part of this specification as if herein written in full. All references to "Architect" therein shall be construed as references to the "Consultant".

B. The Contractor shall fully inform themselves as to the requirements of these Articles and the following Supplementary Conditions, and their failure to inform themselves of the responsibilities herein shall not relieve them from compliance therewith.

C. Where the following Supplemental General Conditions are in conflict with the foregoing reference General Conditions, the Contractor shall be bound by the most inclusive provision as judged and determined by the Consultant.

4.2. DEFINITIONS:

A. Contract Documents: Consist of (1) the Invitation to Propose, (2) the Instruction to Proposers, (3) the General Conditions, (4) the Specifications, (5) the Acceptance/Exception Form, (6) the Proposal Form, (7) the Cost Break-Out Form, (8) The Installation and Completion Schedule, and (9) the Proposal, including all supplements, modifications and addenda incorporated by John W. Decas Elementary School before their execution. Any provision in any of the foregoing Contract Documents first enumerated above shall govern except as otherwise specifically stated by John W. Decas Elementary School.

B. John W. Decas Elementary School: Where the words "John W. Decas Elementary School" is used herein, it shall be understood to refer to John W. Decas Elementary School, 760 Main Street, Wareham, Massachusetts 02571.

C. IT Department: Where the words "IT Department" is used herein, it shall be understood to refer to John W. Decas Elementary School's IT Department, Chris Tahan, and Justin Viera.

D. Consultant: Where the word "Consultant" is used herein, it shall be understood to refer to The Upton Group, Ltd., 22 Surrey Lane, South Dennis, Massachusetts 02660.

E. Contractor: Where the word "Contractor" is used herein, it shall be understood to refer to the party or parties contracting to perform the work to be done under the Contract Documents, or the legal representatives of such party or parties.

F. Proposer: Wherever the word "Proposer" is used herein, it shall be understood to refer to any individual, firm or corporation submitting a proposal covering work to be done under the Contract Documents.

G. Work: Wherever the word "Work" is used herein, it shall be understood to refer to the installation, connection, testing, cutover, additions, modifications, replacement, and improvements to John W. Decas Elementary School's telecommunication system together with all necessary and required associated activities attending completion of the project.

H. Software Right to Use: If software is provided under a license rather than a direct sale, Vendor grants, for no additional fee, a non-exclusive right to use any software and any modifications or additions thereto. The license for the software will always follow the system for the useful life of the equipment and will be available for all subsequent users. The license is transferable to allow maintenance, operation and sale of the equipment.

4.3. PERMITS, LICENSES AND INSPECTION FEES:

A. The Contractor shall be licensed to perform work in the municipality in which the project is located and they shall prepare and submit to all authorities having jurisdiction, for their approval, all applications and working drawings required by them and obtain all necessary permits and certificates of compliance or approval issued by such authorities and deliver these to the Consultant, paying all necessary fees in each instance.

B. Contractors who perform any work under this contract will fully comply with the provisions of the Federal Occupational Safety and Health Act (OSHA) and to any rules and regulations pursuant to the Act. Where OSHA requirements are more stringent or require a deviation in dimension or performance, the Contractor or Supplier shall comply with OSHA requirements.

4.4. TAXES:

The Contractor shall pay unemployment and social security taxes or other taxes imposed by local, city, state or federal government and certify to John W. Decas Elementary School that such taxes have been paid before final payment.

4.5. INSURANCE REQUIREMENTS:

A. The required insurance is to be obtained by Contractor before commencing work. The Contractor shall obtain and deliver certificates thereof to John W. Decas Elementary School and shall maintain such insurance during the performance of the contract and continuously for one (1) year after final payment.

1. Statutory workmen's compensation and employer's liability insurance in the amount as may be required by Massachusetts General Law Chapter 152.
2. Commercial general liability insurance in the amount of \$500,000 per occurrence and \$1,000,000 in the aggregate, including:
 - a. Premises and operations, liability for use of independent Contractors, contractual liability, personal injury and products & completed operations.
 - b. A separate general aggregate for all work performed at John W. Decas Elementary School.
3. Automobile liability insurance for use of owned, hired or non-hired automobiles in the amount of \$500,000 per occurrence and \$1,000,000 in the aggregate. John W. Decas Elementary School shall be named as an additional insured.
4. A \$5,000,000 umbrella liability policy covering:

- a. Employers liability
- b. Commercial general liability
- c. Automobile liability

5. All insurers are required to give the Consultant of John W. Decas Elementary School at least thirty (30) days prior written notice of cancellation or non-renewal or significant change in limits and coverage.

B. Contractors shall require Sub-Contractors not protected under Contractor insurance to take out and maintain workers compensation, automobile liability and commercial general liability insurance of the same kind and limits as stated in item 4.5.A. Contractor shall submit evidence of coverage of insurance required.

C. Contractor shall obtain certificates of insurance, including certificates of Sub-Contractors, and said certificates shall be filed in duplicate at the Consultant's office. Consultant will forward one copy to John W. Decas Elementary School. Certificates shall be subject to John W. Decas Elementary School approval for adequacy of protection, coverage limits, and general form, and shall be in accordance with the minimum requirements stated herein.

D. Contractor shall carry property insurance on their tools, equipment and other property not becoming part of the completed project at the site of work on route to and from site to fully protect them. Contractors shall require the same coverage of their Sub-Contractors. It is expressly understood and agreed that John W. Decas Elementary School and/or Consultant shall have no responsibility for loss or damage to this property.

4.6. LABOR AND MATERIALS:

A. Materials: A readily available domestic stock of materials, components, and parts should be maintained so replacements and expansion may be assured.

B. Labor:

1. Contractors and Sub-Contractors shall be required to conform to the Labor Laws of the Commonwealth of Massachusetts and various acts amendatory and supplementary thereto, and to other laws, ordinances and legal requirements applicable. Massachusetts Statutes concerning Contractor's failure to comply with municipal wage scale shall apply to all Massachusetts Projects.

2. It shall be the duty of every Contractor engaged in this work to enforce among all workers directly or indirectly employed by them, all rules which John W. Decas Elementary School may lay down for conduct of workers on premises. Facilities of existing buildings, if any, shall be available to the Contractor or their personnel.

3. Each proposal must be accompanied by Certification regarding Equal Employment Opportunity.

4.7. INDUSTRY STANDARDS AND CODES:

A. All equipment furnished by the Contractor shall be manufactured, assembled, constructed, and tested in accordance with the current industry standards which shall be considered minimum requirements: The American National Standards Institute (ANSI), the Institute of Electrical and Electronic Engineers (IEEE), the National Electrical Manufacturers Association (NEMA), Insulated Power Cable Engineers Association (IPCEA), the National Electrical Code (NEC), Electronic Industries Association – Telecommunications Industry Association (EIA/TIA) and Massachusetts State Electrical Code (MSEC) and/or the Electrical Code of the state where the installation is being accomplished. In addition, where test standards exist, all materials and equipment furnished by this Contractor for Electrical construction shall bear the label of the Underwriters’ Laboratories (UL).

B. All work shall be accomplished in strict conformity with all laws and ordinances applying to the operations under this contract, including the latest rules and regulations of all municipal and other public authorities having jurisdiction, and with the rules and regulations of the latest issue of the Massachusetts Electrical Code.

C. Installation shall also meet the standard requirements of National Electric Code (NEC), NFPA Life Safety Code, Occupation Safety and Health Administration (OSHA Federal and State) and National Fire Protection Association (NFPA).

D. The Contractor will be held to complete all work necessary and to provide all equipment required to comply with the foregoing, without extra compensation.

4.8. CONTRACTOR’S SUBMITTALS:

A. General

1. All submittals by the Contractor for review shall be submitted to the Consultant and shall be noted to correlate with the drawings and shall bear the name and location of the project, the name of the Contractor, the date of submittal, and the date of each correction and revision. In addition, each such item shall bear the date and the Contractor’s stamp of approval indicating that the submittal has been examined by and is satisfactory to them.

2. All submittals shall occur well in advance of project requirements, due consideration being given to allow the Consultant sufficient time to appraise the submittal, and for such time as may be required to allow corrections and re-submittal. In addition, where manufactured or fabricated items are in question, the Contractor shall give due consideration and delivery. The Contractor shall be fully responsible for any costs occasioned to their work, or the work of any other Contractor, for their failure to comply with these requirements.

B. The Contractor is responsible for quantities and dimensions and for proper and orderly installation in construction. In addition, the Contractor is responsible for information pertaining solely to the fabrication process, for techniques of construction and for coordination with other trades. Accordingly, such approvals by the Consultant shall

in no way be construed to relieve the Contractor of their responsibility to comply with all requirements and with the intent of the contract documents.

4.9. BILL OF MATERIALS:

A. In order to establish the specific materials and equipment to be furnished, the Contractor shall submit to the Consultant within five (5) days after award of the contract and prior to ordering materials and equipment, a “Bill of Materials” stipulating the name of the manufacturer of items of equipment proposed for installation as requested by the Consultant.

The Consultant shall promptly return a copy of the “Bill of Material” submitted with comments indicated thereon or in an accompanying letter of transmittal. Where approvals are granted, it shall be construed as applying only to the article proper. All appurtenances and fittings required shall be in strict accordance with the drawings and specifications. Where items of equipment are indicated “Not Approved”, the Contractor shall resubmit the name of alternative manufacturer for consideration.

B. It is hereby understood that approval of the “Bill of Material” constitutes approval to place orders and request shop drawings, and does not constitute blanket approval of the material or equipment in question, and it does not relieve the Contractor from furnishing materials and equipment in accordance with the drawings and specifications.

4.10. SHOP DRAWINGS (IF DEEMED NECESSARY):

A. Submit to the Consultant for approval, two copies of manufacturer’s shop drawings as requested in the “Bill of Material”.

B. Shop drawings depicting common equipment shall be assembled and submitted in a bound brochure with index sheet.

C. It will be taken for granted that the Contractor has examined the shop drawings and equipment brochures prior to submittal, and that the materials and equipment depicted thereon will readily fit into the construction. In addition, it will be assumed that all the work to be done prior to the installation of the materials, and equipment in question will be done in accordance with requirements thereon. It will be further assumed that all completed work related to materials or equipment depicted thereon has been properly installed.

D. No materials or equipment subject to prior review shall be fabricated or installed by the Contractor, save at their own risk, without such approval. Also, the Consultant’s review of such drawings and brochures shall not relieve the Contractor of responsibility for deviations from the requirements of the drawings and specifications, unless they have in writing, called to the Consultant’s attention such deviation at the time of submission, nor shall it relieve them from responsibility for errors of any sort in shop drawings or equipment brochures.

E. Approved shop drawings shall be submitted to other Contractors where particular shop drawings bear information pertinent to such other Contractors.

4.11. MAINTENANCE MANUALS:

Upon completion of the project and prior to the final payment, the Contractor shall provide (1) additional copy of maintenance manuals, parts manuals, and (20%) extra copies of each station operating manuals. Manuals shall include complete manufacturer's instructions for operation and maintenance plus a complete spare parts listing.

4.12. JOB PROGRESS, WORKMANSHIP AND SUPERVISION:

A. The Contractor shall order materials within ten days of receipt of the approved bill of materials, make installation and generally expedite their work in a judicious, diligent manner as to effect the earliest possible completion date consistent with the project requirements.

B. Therefore, it shall be the Contractor's responsibility to coordinate their work with equipment delivery, other Contractors working on the project, and persons doing business in the building(s) or on the premises as approved by the John W. Decas Elementary School representative.

C. All work shall be performed by skilled technicians capable and competent to perform the best grade of workmanship. The Contractor shall appoint a job foreperson for each installation site acceptable to the Consultant, who shall be constantly on the job site during those times the work force is working on the project, and who shall familiarize themselves with the plans and specifications in order that the work will be properly coordinated. The job foreperson shall represent the Contractor and all instructions given to them shall be binding as if given to the Contractor. The foreperson shall be responsible for directing the work and shall be replaced only with permission of the Consultant.

4.13. NOTICE TO PROCEED AND COMPLETION DATE:

Contractor shall begin work upon written notice to proceed and shall diligently prosecute work to its final completion by the date determined by Section 9.1.C.1.

4.14. PROGRESS PAYMENTS:

A. Where the Contractor demonstrates diligent performance of the contract, partial payments will be made to the Contractor based on the Consultants evaluation of the work performed and the terms requested in the Contractor's proposal.

B. Twenty percent of the payment due based upon evaluation of the work performed will be retained by John W. Decas Elementary School until final completion and acceptance of all work covered by the contract.

C. Final payment shall be made within 30 days after acceptance of all work.

4.15. CHANGES IN THE WORK:

- A. Any reasonable modification, relocation or re-arrangement of work and materials necessary for the successful completion of the project in accordance with provisions of the specification shall be performed by the Contractor as part of their work. Such costs as are occasioned thereby shall be included in the contract proposal.
- B. Any conflicts in the Contract Documents and exceptions to the drawings and specifications necessary and required for proper installation of all work and materials including reasonable changes in the work or materials furnished, shall be resolved to the satisfaction of the Consultant at no additional cost to John W. Decas Elementary School.
- C. Where variances occur between the drawings and specifications or within either contract document itself, the Contractor shall be expected to furnish the better quality, greater quantity, higher cost materials and to perform the most inclusive work, and all costs associated with same shall be included in their proposal such that, upon clarification, no additions to the contract amount will be involved irrespective of interpretation.
- D. Where such changes in the materials or work are made by the Contractor in accordance with provisions of the foregoing paragraphs, it is understood that such materials and work are subject to all provisions of the drawings and specifications and other contract documents; the same as if detailed and described therein.

4.16. SAFETY MEASURES AND ACCIDENT PREVENTION:

- A. The Contractor shall take all necessary and required precautions to safeguard the public, employees and others doing business in the buildings or on the premises from hazards associated with the work.
- B. Precautions shall be exercised at all times for the protection of persons and property. The safety provisions or applicable laws, ordinances and buildings and construction codes shall be observed and adhered to. OSHA Federal and State Standards shall be adhered to in the performance of this contract. Accordingly, the Contractor shall suitably guard, cover and post hazardous equipment signs and maintain these facilities throughout the course of work in such a manner as to protect the public and prevent injury to persons and damage to equipment.

4.17. PROTECTION OF WORK:

- A. The Contractor shall continually maintain adequate protection of all their work and materials, whether worked or not worked, or on or off the site of the project and shall protect the work and materials of other Contractors and John W. Decas Elementary School from injury arising in connection with their contracts.
- B. All damage of each and every kind resulting from neglect or refusal of the Contractor to protect such work, materials and property during construction and completion of the project shall be made good by them.
- C. Whenever damage or destruction of property of any character resulting from neglect, misconduct or omission due to the manner or method of execution or non-execution of the

work or caused by defective work or the use of improper materials, the Contractor shall be held responsible and not released until the work is corrected and completed, and the requirements and intent of these documents complied with.

D. The responsible Contractor, at their own expense, shall make good any such damage or destruction in an acceptable manner.

4.18. DEMONSTRATION (WHEN POSSIBLE AND DEPENDENT ON THE SYSTEM SELECTED):

A. Each system, special apparatus and equipment furnished with operational instruction or description shall be demonstrated to John W. Decas Elementary School and the Consultant at a time convenient to John W. Decas Elementary School personnel.

B. Demonstrations shall be by the Contractor, Supplier or Manufacturer or their representatives.

C. Demonstrations shall include a functional description of the system (or equipment), major feature and operating characteristics and necessary settings of equipment apparatus.

D. Demonstration dates are to be confirmed in advance with John W. Decas Elementary School and the Consultant.

4.19. FINAL SUBMITTALS:

A. Upon substantial completion of the work and prior to final acceptance review, the Contractor shall submit to the Consultant:

1. Certificate of final inspection and approval of installation as issued by local inspection authorities, where applicable, or affidavit attesting that the work is in compliance with codes and applicable ordinances.

2. All electrical equipment test data required under technical portions of these specifications.

4.20. FINAL ACCEPTANCE REVIEWS:

A. Operation of systems and equipment does not constitute acceptance of the work. Final acceptance of the work shall not occur until final submittals are processed and after the Contractor has demonstrated that the installation fulfills all requirements of the contract documents.

B. Final acceptance review shall be conducted upon notification by the Contractor that electrical/electronic work is complete on the date mutually agreed to between John W. Decas Elementary School, Consultant and Contractor. On this date, the Contractor shall demonstrate that all work, systems, equipment and facilities is complete, free from physical and/or electrical/ electronic defects and/or deficiencies, and is judged to be in satisfactory operating condition by John W. Decas Elementary School and its Consultant.

4.21. DEFECTIVE WORK:

A. Defective work, material, equipment or components thereof shall be determined by judgment of the Consultant. Where judged to be defective prior to or during the warranty period, such work or materials shall be corrected or made good in a manner and time acceptable to the Consultant by the Contractor at the Contractor's expense. Such corrections shall include costs associated with damages to furnishings, the building(s) proper, work or construction disturbed by any changes necessitated in consequence of said defects and direct and incidental damages resulting from or associated with such defects.

B. All replacement material and/or equipment provided by the Contractor shall be warranted by the Contractor, the same as for the original item replaced, except that such warranty shall commence from the date of acceptance of the replacement.

C. It is hereby understood that the basis upon which materials and equipment may be judged defective by the Consultant shall include but not be limited to:

1. Failure to comply with the Contract Document with respect or regard to quality, amount or value of materials, appliances, or labor employed in the work.
2. Failure to comply with functional requirements, purpose or intent due to inherent defects, imperfections or installation criteria or inadequacies.

4.22. GUARANTEE/WARRANTY:

A. The Contractor, in full knowledge of the specification requirements and requirements of other contract documents relating to the project, guarantees that all work, materials, equipment and installation thereof has been done in accordance with same.

B. The Contractor shall warrant and maintain, remedy and/or replace any work, material, equipment or components thereof that develops defects within one year from the date of the Consultant's final certificate, providing such defects are not clearly due to "Acts of God", fire violence, abuse, negligence or accidents of other Contractors or agents of John W. Decas Elementary School.

4.23. MATERIALS REQUIREMENTS:

Only new, unused and FCC registered (where applicable) equipment will be accepted. All materials and equipment must be in conformity with the specifications and will be subject to inspection and approval after delivery. All materials and equipment must comply in quality or type of material and method of manufacture with all applicable local, state and federal laws pertaining thereto. The right is reserved to reject and return at the risk and expense of the Vendor such portion of any shipment, which may be defective or fail to comply with specifications, and without validating the remainder of the order. Where applicable, all equipment shall be UL listed, FCC approved and registered, meet State and Federal Fire Code, Electrical codes, REA standards and be acceptable to John W. Decas Elementary School and the Consultant.

4.24. INSTALLATION CRITERIA:

Installation of all material and equipment must meet REA and other industry standards in all respects with specific attention given to state and federal electrical codes, state and federal fire codes, and methods employed for wiring, cabling, terminations, cabled dressings, cable and wire labeling, documentation, wire codes, equipment room layouts, general appearance and operating performance. The Contractor shall coordinate all activities with the Consultant, John W. Decas Elementary School, the LEC (local exchange carrier – Verizon), and other CLEC's (Competitive Local Exchange Carriers) and, other Voice and Data Service Providers – Comcast, FIOS, and Sub Contractors. Contractor shall completely remove from the premises all packing, crates, and other litter due to their work. Contractor shall also be responsible for the cost of repairing any damage to existing structures, which is caused by work persons during installation of wire, hardware and equipment.

4.25. ACCEPTANCE – EXCEPTION FORMS:

As part of the Proposal Form, each proposer shall complete the “ACCEPTANCE – EXCEPTION” Form relating to each of the sections of this contract document and described in the Technical Section of the Specifications.

4.26. SERVICE FACILITIES:

John W. Decas Elementary School will take into account past performance of existing installations and the service and maintenance facilities operated by the Contractor. John W. Decas Elementary School prefers that the Contractor have service facilities within seven-five (75) miles of the John W. Decas Elementary School locations to be installed. To establish professional criteria, the Contractor must employ, on a permanent basis, qualified personnel capable of installing and servicing all equipment proposed upon and additional personnel capable of providing support in training and monitoring all systems installed at John W. Decas Elementary School by them.

4.27. TRAINING:

All training will be handled by the Contractor with the approval of the Consultant. Waiver of any of these training requirements must have the written approval of the Consultant. John W. Decas Elementary School will provide transportation and subsistence.

Training will consist of:

1. Console/Receptionist Training (if applicable).
2. Station User Training by type of instrument and job classification. (Specially prepared user manuals will be furnished by the Vendor awarded the contract.)
3. Voice Mail/Unified Messaging/Auto Attendant User Training. (Specially prepared user manuals will be furnished by the Vendor awarded the contract.)
4. Etiquette training will be provided with the assistance and direction of the Consultant.

5. Training for two (2) employees of John W. Decas Elementary School will be provided by the Vendor selected to provide the systems. This training will consist of routine system software/hardware MAC (Moves, Adds and Change) administration, Voice Mail/Unified Messaging administration, ACD (if applicable) including administration, software/hardware telecommunications system maintenance, and Voice Mail/Unified Messaging software/hardware maintenance. This training can be conducted at the manufacturer's training school, or the training school of the Vendor providing the systems. Waiver of this requires the approval the Consultant.

4.28. FINANCIAL:

Each proposer shall furnish to John W. Decas Elementary School the financial offerings of purchase. Prices can be stated for outright purchase, straight lease, lease with purchase option, conventional financing and rental or any combination of these options. On any financed program, monthly costs including service and applicable interest rates must be included.

4.29. SERVICE CONTRACTS:

A. The Contractor shall provide a service contract for each of the system(s) installed for a period of one (1) year beginning after the initial one (1) year warranty period. Service Contracts shall provide services and materials necessary for the maintenance of each system at no additional cost to John W. Decas Elementary School above the cost of the Service Contract. The Service Contract shall cover routine maintenance, minor service calls, major service calls, emergency service calls as required and determined by the staff of John W. Decas Elementary School and in conformity with prior agreements with the Contractor.

B. Emergency calls shall be responded to within two (2) hours of notification (on site), twenty four (24) hours per day/seven (7) days per week. Routine service calls shall be responded to within twenty-four (24) hours. These stipulations, along with the description of "routine" and "emergency" service, shall be included within the Service Contract.

C. The Contractor shall also furnish and make provisions for optional renewal of the service contracts by John W. Decas Elementary School at a predetermined cost for service after the initial Service Contract Year and as indicated on the "Propose Form".

4.30. SPARE PARTS:

The Contractor shall furnish and include in their proposals suggested manufacturer's spare parts lists and shall, upon request from John W. Decas Elementary School, furnish and supply said spare parts according to the prices quoted in the Spare Parts portion of the Propose Form.

4.31. MANUFACTURER'S WARRANTY AND SURETY:

Proposer shall provide with their proposal a Manufacturer's Warranty and Surety, which shall include a provision guaranteeing manufacturer support in the event of a default by the Contractor or business failure of the Contractor for a period of not less than ten (10) years from the date of the completed installation.

4.32. LIQUIDATED DAMAGES:

Failure to substantially complete the entire work under this letting on or before the dates of completion mentioned herein, will subject the Contractor to a charge of \$500 per day, for every working day expiring thereafter until completion, as liquidated damages for such failure; which sum the parties hereto stipulate and agree will be the reasonable amount of damages John W. Decas Elementary School will have sustained by delay in the completion of said work, and which sum may be deducted by John W. Decas Elementary School from any moneys due, or to become due, under this Letting to the Contractor.

4.33. ESCALATOR CLAUSE:

Proposers are hereby informed that John W. Decas Elementary School will accept firm proposals only. Proposals submitted containing an escalator clause will be considered irregular and void.

4.34. SALES TAX:

John W. Decas Elementary School is Tax Exempt and the exemption certificate will be furnished to the winning vendor(s).

ANNEX B: STATE TAXES CERTIFICATION CLAUSE

I certify under the penalties of perjury that, I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes under law.

*Signature of individual or Corporate
Name (Mandatory)

By: _____

Corporate Officer (Mandatory, if
applicable)

**Social Security Number (Voluntary)
Or Federal Identification Number

* Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

** Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Mass. G.L. 62C s. 49.A.

4.35 Expansion:

The Vendor will agree to sell additional equipment to John W. Decas Elementary School for ten (10) years following acceptance at a price not greater than the Vendor's price for similar equipment components to its most preferred end-user customers in the United States.

END OF GENERAL CONDITIONS

V. TELECOMMUNICATION SPECIFICATION

5.1. GENERAL INFORMATION:

John W. Decas Elementary School is currently utilizing Verizon (Centrex Lines) as their primary voice service provider. Their Long Distance Carrier is “picked” to MCI

John W. Decas Elementary School seeks a partnership with a reliable, trustworthy provider who will implement this project with outstanding project dependability and predictability. It is critical for John W. Decas Elementary School to not only select the right services, but to obtain it from a highly qualified provider(s) of complex voice networks that shall insure that all services are implemented properly. Carrier service billing accuracy is also an important requirement. Follow up with quarterly billing reviews are a mandatory requirement of the selected provider to insure that the billing matches the quoted price and more importantly, that the services that were installed and activated correctly. It will be incumbent upon the chosen provider to insure that all quoted services are fully installed and activated to the customer’s confirmation and satisfaction and compliant with the provisions of the Commonwealth of Massachusetts ITT46 and ITT50 contracts as applicable.

The provisioning of voice services to the sites includes the need for strict QoS compliance.

With regard to the provisioning of services and use of voice services, it is critical to insure that the selected provider provide management and configuration so that the services are implemented specifically to serve the needs for John W. Decas Elementary School’s for business continuity (BC), redundancy and disaster recovery (DR) needs. It is mandatory that the solution proposed provide a uniform, ubiquitous, and seamless integration.

With regard to the network post installation, responsive repair and advocacy become primary after the implementation is completed. John W. Decas Elementary School wishes to select a facilities based direct provider who owns their IP network, and not a TDM solution with IP overlay. It is deemed to be in the best interest of John W. Decas Elementary School for the provider to be headquartered locally or have a major local network infrastructure presences so as to insure that the proper level of support and control over all network elements can be provided to John W. Decas Elementary School. John W. Decas Elementary School seeks a close working vendor relationship and immediate local awareness of day to day network conditions that may affect John W. Decas Elementary School’s ability to effectively communicate at any given time.

The selected provider will assign a highly experienced and responsible project manager and account manager who can provide advocacy for service maintenance and network performance monitoring. The project manager and account manager shall have previous experience in projects of similar size and complexity and must be interviewed and accepted by the John W. Decas Elementary School IT department.

John W. Decas Elementary School seeks a provider that has more than ten (10) years of experience in the region and demonstrated installations working with “pure” VoIP based service deployments in organizations of similar or larger size and complexity as John W. Decas Elementary School.

5.2. EXISTING SYSTEMS:

John W. Decas Elementary School currently is using an Avaya Partner and a Bogan 35A Intercom System (Talk-Back speakers and push to initiate a call (via the speaker to the “office” – head-end).

5.3. COMMUNICATIONS SYSTEM SPECIFICATION:

The type of system to be proposed should be either VoIP Systems (**market share manufactured equipment preferred**, Hosted and/or Hosted/Managed System or Hybrid Systems (combination of premise based and Hosted Systems). The systems proposed should utilize the data wiring structure of John W. Decas Elementary School and the vendor making the proposal **MUST** do or have done a QOS study. The QOS study must be coordinated with the Consultant after the award of the contract. The expense of this study, if any, should be included into the price of the system. Please note that some locations will require additional cable runs so as to accept telecommunication services. You will be asked to quote various cable types and runs for each type of location.

John W. Decas Elementary School is looking for the best solution from an operational standpoint; however, financial ramifications will play a role in their decision.

Changes in the station and system features should be able to be accomplished by remote programming as well as on site programming. The system should operate normally with temperature between 0 to 45 degrees Centigrade and 0 to 90 percent humidity.

It will remain the responsibility of each Vendor to propose the best solution for John W. Decas Elementary School in both initial cost and operational [network, MAC (Moves, Adds and Changes), and maintenance]. You are also encouraged to suggest any features or applications that you think that John W. Decas Elementary School would be interested in utilizing now, or in the future. These should be shown with pricing.

5.4. TELECOMMUNICATION STATION, INTERCOM STATION, SPEAKER & HORN ASSIGNMENT:

This information with additional station detail (individual station information as to hunt groups, voice mail, pick-up groups, etc.) and floor plans with specific telephone and Ceiling Speaker locations will be provided to the vendor awarded the contract.

The general requirement will be to provide the following:

- 55 VoIP Telephones (3 Answering Position, 16 Administrative and 36 Classroom) NOTE: There are a total of five (5) HP Procurve 2620-24 non-POE switches, tied together with fiber optical cable, positioned in the Janitors Closets. Each Classroom has a PC connected to these Procurve switches by Category 5 cabling. There are two (2) Category 5 cables to each classroom. One Gray (A) the other Beige (B). It's our intension to use one of these for the VoIP phones. Note: The existing Procurve switches will be replaced by HP Procurve 1920 48-port gigabit advanced smart managed switch with 4 GbE SFP ports.
- Reuse Speakers (Quam A31DVK 270914, 8 ohm, 8", 4 conductor shielded 14 or 16 gauge speaker wire) or provide 36 Classroom Ceiling or Wall mounted Talk-Back Speakers. Currently using, but not necessary, CIB4 Press to Call Buttons (3 conductor shielded 14 or

16 gauge speaker wire). Intercommunication to/from Classroom to be accessed from designated telephones. Test and replace as necessary.

- Reuse 28 Speakers (Quam A31DVK 270914, 8 ohm, 8", 4 conductor shielded 14 or 16 gauge speaker wire) or provide 28 Hallway Ceiling or Wall mounted Speakers. Test and replace as necessary.
- Reuse 6 Bathroom, 2 Cafeteria, 2 Gymnasium Speakers (Quam A31DVK 270914, 8 ohm, 8", 4 conductor shielded 14 or 16 gauge speaker wire) or provide 6 Bathroom, 2 Cafeteria, 2 Gymnasium Ceiling or Wall mounted Speakers. Test and replace as necessary.
- Reuse or provide 5 Outdoor Courtyard Horns (non Talk-Back)
- Provide 5 Outdoor Horns with appropriate wiring
- Bell & Clock System (wireless preferred) integrated with the Speakers & Horns. Bell system in the Courtyard currently does not work (fix or replace).
- Door Answering System integrated with the telecommunication system

5.5. CURRENT CARRIER SERVICES:

LOCATION BILLED BY VERIZON	CENTREX LINES BILLED 508-		AVERAGE LINE COST PER MONTH	DIRECTORY LISTINGS
Decas Elementary				
	291-3504	Can't find	\$12.57	
	291-3530	Directory List, HUNT 1	\$12.57	\$4.75
	291-3531	HUNT 2	\$12.57	
	291-3532	HUNT 3	\$12.57	
	291-3533	FAX, Fire Alarm	\$12.57	
	291-3579	Can't find	\$12.57	
	291-3591	Can't find	\$12.57	
	291-2549	HUNT 4, Can't find	\$12.57	

5.6. PRI T-1:

If you are proposing a PRI T- 1, in the unlikely event that the PRI's "fail" or is "full" the calls should then DTO (Direct Trunk Overflow) to predetermined copper lines or other predefined locations.

5.7. GENERAL DESCRIPTION:

The successful proposer shall provide, install, test and cutover all the necessary material, equipment and labor for a seamless State-of-the-Art Telecommunication System, consisting of, and hereinafter referred to as the telecommunication systems for John W. Decas Elementary School. The systems shall consist of the Telecommunication System, Intercommunication System, Talk Back Speakers, Horns, Door Answering System, Carrier Services, Software, related Peripheral Equipment, Main & Intermediate Distribution Frames (as necessary), Batteries, Power Supply's with Charger/UPS and all other material and miscellaneous hardware required for a **complete** system and as described herein. POE Switches should be proposed if required based on your site visit. If you determine that Injectors should be proposed due to the age of the Switches these also should be provided by the vendor supplying the telecommunication system and shown on the Price Pages at the end of this document.

5.8. INSTALLATION PROCEDURE:

The successful proposer shall install the telecommunication systems, main distribution frames (if applicable), intermediate distribution frames (if applicable), cable rack and power system (if applicable) in the designated Telephone/Data Equipment Rooms. Telephone instruments, Intercom Phones, Speakers & Horns and peripheral equipment, etc., shall be located as directed by John W. Decas Elementary School and the Consultant.

5.9. NUMBERING SCHEMES:

The successful proposer shall coordinate the numbering schemes for all stations by location and department with the Consultant.

5.10. MINIMUM SYSTEM TECHNOLOGY:

The Telecommunication System(s) must be SIP compliant. The system must be capable of "on-site" programming as well as remote Administration and MAC (Moves, Adds and Changes).

5.11. SYSTEM REQUIREMENTS:

<u>Size:</u>	
Expandable to	25% over the numbers designated in the RFP
Minimum # of simultaneous conversations	Non-blocking

5.12. SYSTEM GROUNDING:

The successful proposer shall be responsible for adequately grounding the telecommunication system and the Operator Console and said grounding shall conform to REA standards (if applicable).

5.13. LIGHTNING/DELTA PROTECTION:

The successful proposer shall provide a lightning/Delta protection device utilizing three (3) element gas fused protection between the incoming/outgoing services service and the telecommunication system. This is the responsibility of the telecommunications system Vendor. Reuse of existing equipment is allowed provided the existing equipment is suitable and in a serviceable condition (if applicable).

5.14. SYSTEM GROWTH:

The telecommunication systems shall have a capacity for at least 25% growth.

5.15. SYSTEM EQUIPPED CAPACITY:

A minimum of one (1) spare T-1 Card or module (for each type used) (if applicable) should be provided as an on-site spare. Each of the systems, including all peripheral equipment, must be optionally equipped with Battery Back Up for twenty (20) minutes under full load (if applicable). Reuse of existing equipment is allowed provided the existing equipment is suitable and in a serviceable condition.

5.16. SYSTEM FEATURES:

The telecommunication system shall provide the following additional features as standard, optionally available where indicated.

Abbreviated Dialing SYSTEM (Speed Call) – **Indicate Capacity per system** _____

Abbreviated Dialing STATION (Speed Call) – **Indicate Capacity by station by type**

_____	_____
_____	_____
_____	_____
_____	_____

ANI and DNIS (from both local and inter-exchange carriers) passed to display telephones and transferred from station to station.

- Automatic Power Failure Transfer
- Night Service, ANA and UNA Simultaneous
- Station Hunting, Circular
- Multi Station Conferencing
- Automatic Call Back (Station and Trunk)
- Call Forwarding: Follow-me, Don't Answer, Busy, "Out of the System"

Call Hold
Call Pick-Up
Call Park
Call Park Retrieve
Call Waiting

Does the system that you are proposing have the ability to do Call Announcing with Hands Free Answer Back or Whisper Paging on a selective station by station basis? _____

The proposed system must include a system wide integrated directory feature which allows internal system users with display equipped stations to access the system database, use the touch-tone pad to key in a name, and retrieve an extension number.

Programmable Controlled Restrictions
Meet Me Conference
Paging Access
Music on Hold Access
Variable Timing Parameters
Distinctive Ringing between CO, and Intercom and Feature Notification
Station Call-Back Notification
Data Transmission Capability
Data Line Security
Vacant Station Intercept
Line Lockout
Confirmation Tones for feature activation
Multi party conference **Indicate number of parties** that can be conference:
 Inside _____
 Outside _____

Please explain if there is any “gain” or “boost” within a multi-party conference on your system.

Save Number Redial
Last Number Dialed Recall
Do-Not-Disturb
Message Waiting
Find-me, Follow-me feature
Automatic Diagnostics (Remote)
Least Cost Routing/Automatic Rout Selection
The capacity to dial “911” or “9911” from any station to directly access the Emergency Service provider is required. The latest 911, E911 PSAP interfaces must be supported.

Remote Access – Night
Remote Access for Maintenance, System Changes, Station Changes (Administration)
Battery Back-up/UPS – Reuse existing if possible
Hotelling/Hot Desking

Voice Mail/Unified Messaging (Please break-out the price separately in the pricing tables.)
(Additional information in Section 5.17)

5.17. VOICE MAIL/UNIFIED MESSAGING AND AUTOMATED ATTENDANT:

Initially the Voice Mail system being requested will require up to 69 Voice Mail Boxes, approximately 50 will be shared (by teachers - 36 classroom phones) and 19 will be individual Voice Mail Boxes. All present and future locations, if any, **should** be “covered” by this single Voice Mail System (or networked systems as additional schools are added).

5.18. SYSTEM MANAGER/SYSTEM ADMINISTRATION:

- A. Can the telecommunication system, including Voice Mail/Unified Messaging be totally administered, including Moves, Adds and Changes (MAC) from the John W. Decas Elementary School location?
- B. Can the systems be totally administered, including MAC, remotely?
- C. Can MAC be accomplished on a particular system or station without any service interruptions?
- D. Can the system generate periodic reports on:
 - 1. Which telephone is connected to which jack
 - 2. An “Open Jack Status” report
 - 3. Print out all of the system programming information
 - 4. Print out all of the station programming information on a selective station basis and an all-inclusive station basis.
 - 5. An “Open Extension Status” report. In other words, what extension numbers are not in use and available for assignment.
 - 6. A status (in or out of service & in or out of use) of the copper trunks
 - 7. A status (in or out of service & in or out of use) of the PRI T-1 as a whole & channel by channel

5.19. CELLULAR PHONE INTEGRATION/TWINNING:

Cellular phone integration: This feature turns employees’ cellular telephone into an extension on the system that you are proposing, regardless of location or wireless service provider. With this feature, the employee can be reached through one number, making it easy for them to receive important calls and timely messages. Whether an employee has just stepped away from their desk or is traveling for business, this feature seamlessly bridges calls received by the system to the cellular phone, ringing both the desk and cellular phones simultaneously. If answered on the cellular telephone, the call will be able to be transferred to other system telephones. If calls are not answered, the calls will be directed to the appropriate voice mailbox on the system proposed. Can this be accomplished and to what extent?

5.20. CABLE AND SYSTEM WIRING:

The successful proposer must furnish and install all wiring and system wiring required for the locations as necessary. There are anticipated to be approximately (no) Category 6 cable runs to be required at all locations for the telecommunication system. If required, all locations shall be fed a minimum of two (2) pairs of 24 AWG, data grade, Category 6 or greater, and must be designated to support data rates up to and including 1 GB/S and meet or exceed EIA/TIA standards for Category 6, ANSI/EIA/TIA 568B. The usage will be as follows:

- 1 drop for voice
- 1 drop for data or future requirements

A minimum of thirty-six (36) drops are required for classroom intercom VoIP phones; a minimum of thirty-six (36) for classroom speakers; thirty-two (32) speakers for other areas. All these drops appear to be in place. You will be required to replace defective drops that you may find. At this time the only wiring requirement is for the addition of the five outside horns. The work to be performed consists of providing management, labor, equipment, materials, transportation, and other tasks to design, procure, fabricate, assemble, deliver, install, reinforce, test, and document a structured multipurpose riser and station distribution system for all new and redone work.

VI. DATA STATION WIRING

All required locations (VoIP phones) at the facilities will be wired with data grade quality wire. The Data grade cable will consist of two, two-pair wire bundle which meets or exceeds Category 6 specifications.

VII. WALL OUTLET SYSTEM

The Vendor will terminate station cables to a wall outlet as required, consisting of two (2) RJ45 jacks. Flush mounted jacks, with outlet boxes will be installed in all hollow walls. All two (2) of the RJ-45 jacks should be wired straight through from office to patch panel, utilizing EIA-568B standards, even though not all equipment presently will uses all six (6) pins/wires. On solid walls, surface boxes to house flush jacks are required. Molding is to be included on any exposed surface runs on solid walls. Voice/Data wall outlet jacks must meet or exceed Category 6 specifications. It is suggested that the jacks should be tin plated phosphor bronze insulation displacement technology to provide maximum reliability and performance. It is further suggested that the modular jack contact wire should be gold plated to provide maximum conductivity.

VIII. COPPER CABLE TERMINAL HARDWARE

The Vendor will provide a modular, easily administered, direct patch, as required, for the MDF. The cabling should be terminated on wall mounted backboards as a stand-off or on double sided standing 19" frames, space permitting and if required.

8.1. CABLE TERMINATIONS:

If necessary the Vendor must terminate station cables on RJ-45 modular patch panels which meet or exceed Category 6 specifications. These cables shall be punched in accordance with EIA/TIA T568B pinouts (reference EIA/TIA 568 figure 11-1) wiring standards.

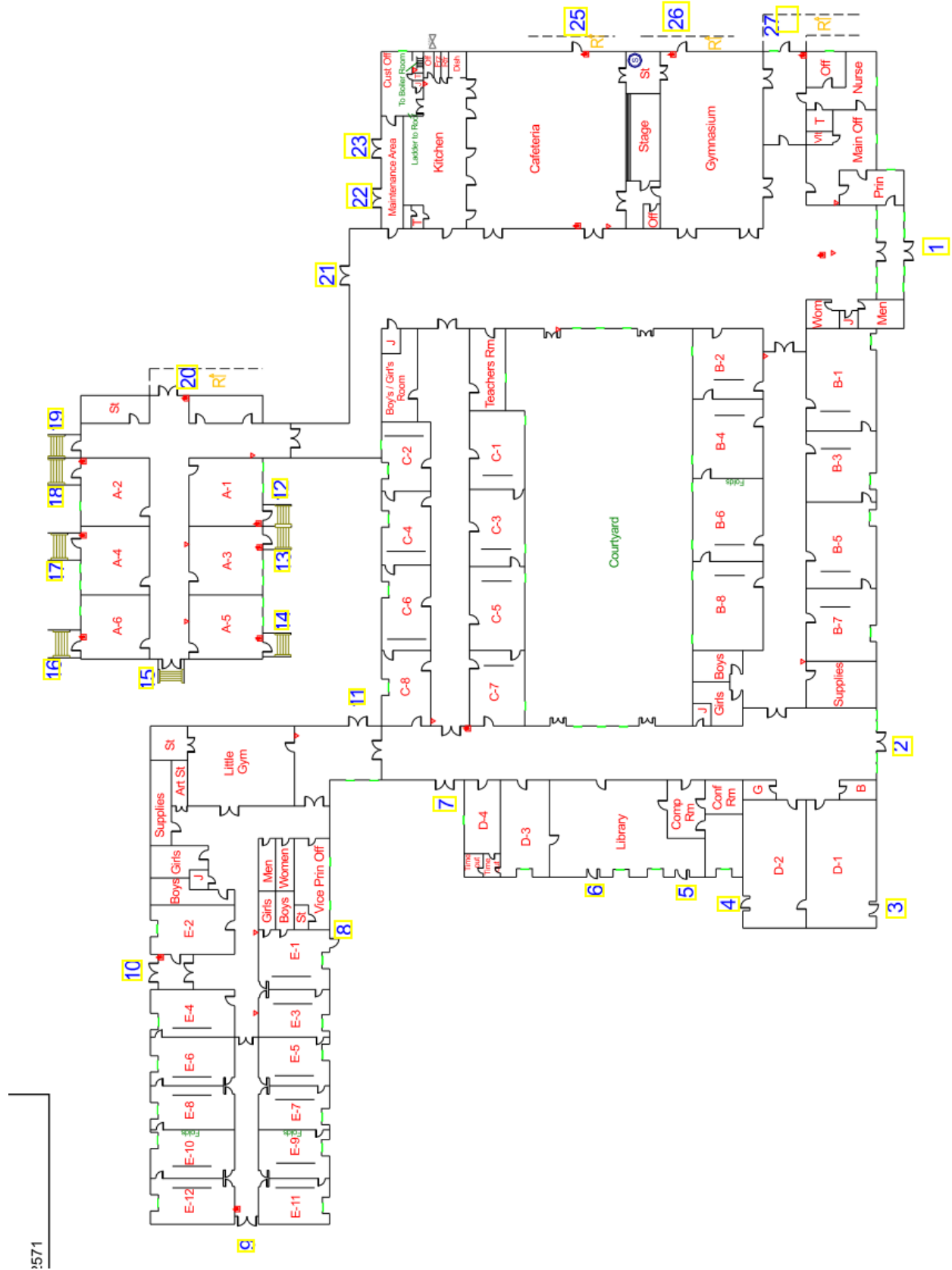
If possible and if required terminations on patch panels shall be made such that the data is presented in NUMERICAL ORDER by identification number. Patch panels and network equipment will be mounted in the data closets on 19" power supplied racks. Vendors should also include all mounting hardware to include, but not limited to, screws, brackets, bolts, etc. All racks must be securely bolted to the floor and wall to assure stability and properly grounded as per EIA/TIA specifications. Vendor should plan the assembly and security of any required equipment racks and CPI 6" vertical wire management units.

Vendor is required to properly ground any new equipment racks. Each jack face plate shall be labeled with a laminated, self-adhesive-type label, black lettering on a white background, and affixed on the metal face plate mounting bracket such that it is readable from inside the office it serves. Office labels shall have symbols a minimum of 1/4" tall, a maximum of 1/2" tall. Voice and data labels throughout the installation shall be of consistent color and appearance.

Each group of two (2) jacks in offices and on patch panels should be identified by a unique number. John W. Decas Elementary School may want to consider Category 6 for voice since support for Category 5e is diminishing and the price differential between Category 5e and 6 is getting smaller.

8.2. CABLE TESTING:

The Vendor must test each cable for shorts, open, ground, and crossed pairs. Category 6 and Fiber Optic cabling, if used must be tested and certified to be within industry standards. The Vendor must submit signed and certified reports of all tests results to the Consultant upon completion of the cable installation. Two certified reports of all tests shall be furnished for review. The Vendor is requested to submit a description of testing with his proposal. The vendor must provide a wiring map of all newly wired locations. All test results and wiring maps must be provided on electronic media.



8.3. ADDITIONAL PERIPHERAL EQUIPMENT:

The successful proposer shall furnish and install the following peripheral equipment as part of the Total System Proposal Cost. In-House Program Terminal (if required).

8.4. SERVICE CONTRACT:

The successful proposer shall submit to John W. Decas Elementary School an optional service contract, effective (12) months after the accepted completion of the installed system. Annual costs for service shall be provided for years two (2) through ten (10) assuming no system growth.

8.5. SPARE PARTS:

The successful proposer shall furnish prices for manufacturers suggested Spare Parts List in the Propose Form and shall furnish to John W. Decas Elementary School said Spare Parts at the option of John W. Decas Elementary School. Refer to the General Conditions.

8.6. SYSTEM PROGRAMMING:

The successful proposer shall provide "On-Site" programming of all station assignments, restrictions, class-of-service, features, pick-ups, etc. before the cutover of the telecommunication systems. In addition, successful proposer must provide a complete and comprehensive end of project design documentation in hard copy and electronic format of the final configuration and station programming that shall be maintained over the life of the maintenance agreement.

8.7. TRAINING:

For training purposes the successful proposer shall have installed and operating all types of telephone stations to be furnished no less than one weeks prior to the first cutover. Training shall be conducted for all John W. Decas Elementary School employees on site. Training hours will be between 9:00am and 5:00pm. This will be worked out with the Consultant.

END OF TELECOMMUNICATIONS SPECIFICATION

IX. ADDITIONAL INFORMATION:

9.1. ADDITIONAL INFORMATION

SYSTEM STATISTIC AND HISTORY

1. How long has the system that you are proposing been available?
2. Please state how often system upgrades are released/planned to be released.
3. Please state how many of these systems are in operation.
4. Please state the Mean Time Between Failure (MTBF) for the system(s) that you are proposing.

State the MTBF in years, based on historical data. MTBF must also be based on cumulative, verifiable statistics.

B. SERVICE & MAINTENANCE

List the location of your nearest servicing office to the installations.

1. Explain the various levels of maintenance that are available to John W. Decas Elementary School after the initial warranty period has expired.
2. What if anything is excluded after the warranty period?

C. INSTALLATION COMMITMENT

1. The successful proposer shall complete the following:

Upon receipt of order from John W. Decas Elementary School, we will:

Begin installation within _____Days.

Complete installation within _____Days.

It is further requested and understood that John W. Decas Elementary School requires adequate training of all John W. Decas Elementary School personnel that will be accomplished at the installations site. Training classes will be coordinated with the John W. Decas Elementary School schedule and with the approval of John W. Decas Elementary School and the Consultant. A CSR and technician will remain on site for post cutover support until released by the Consultant. It is understood that John W. Decas Elementary School requires up to thirty (30) days of software changes without additional cost.

9.2. COMPANY INFORMATION

- A. Number of years in business: _____.
- B. If not under present firm name, list previous firm names and types of organizations.
- C. References (Similar Jobs – Same Equipment)

	Client Address	Telephone Number	Person to Contact	Job Size Lines/Trunks

- D. General Type of product sold or manufactured:
- E. There has been no default in any contract completed or uncompleted except as noted below:
 - 1. Number of contracts on which default was made: _____
 - 2. Description of defaulted contracts and reason therefore:
- F. List Banking References:
- G. Upon request, will you within 3 days file a detailed confidential financial statement?
Yes _____ No _____ (Check one)
- H. How many technicians does your company employ as full time employees?
- I. How many technicians does your company employ as Sub-Contractors?
- J. How many in each category above are factory trained on the telecommunication system that you are proposing.

Name of Organization _____

By _____
Signature

Title of Person Signing

Dated at _____

this _____ day of 2016.

X. SUPPLEMENTAL GENERAL CONDITIONS

10.1. EXTENSION OF TIME:

The Contractor shall not be liable for delays in its performance if the delay to perform the contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of either the Contractor or its Sub-Contractor(s).

Extensions of time will be granted to the Contractor for the length of time during which their activities are suspended due to any of the following reasons:

1. Acts of God, fires, floods, epidemics, quarantine restrictions.
2. Strikes, whether now in existence or occur subsequent to the letting of the Contract.
3. Freight embargoes.
4. Conditions beyond the control of the Contractors, such as delays in related construction work of other Contractors.
5. Unusually severe weather conditions adverse to the prosecution of the work.
6. Delays caused by the operation of the United States Government Priorities.

10.2. SAFETY OF PROPERTY AND PERSONS:

1. The Contractor shall take all reasonable and necessary safeguards and precautions as the progress of the work requires, providing protection for employees on the job as well as for the safety and security of all John W. Decas Elementary School personnel.
2. Safety precautions shall include but shall not be limited to posting danger or other warning signs required by Law, temporary closures for all openings caused by the work, exterior or interior; erection of dust-proof enclosures or partitions to protect equipment, materials or adjacent areas, temporary barricades to protect users of the facilities, employees, adjacent properties, lawns, walks, utilities, roadways, etc.
3. The Contractor shall hold John W. Decas Elementary School harmless from any damage to the building or adjacent properties, or injuries to any employee on the work or persons engaged in or about the building or injury to occupants resulting from his or Subcontractors work under this letting. This shall pertain to work done under this contract either during regular or varied work hours.

10.3. SECURITY:

It shall be the Contractor's responsibility at the close of each workday to see that all exterior openings provided for his use are securely closed, locked or otherwise protected.

10.4. STORAGE OF MATERIALS:

1. It is mutually agreed that all tools, materials and equipment in the building or on the site, which are to be used for the work under this letting, shall be in full custody and the sole responsibility of the Contractor until the work has been accepted by John W. Decas Elementary School.
2. John W. Decas Elementary School, if the Contractor requests, John W. Decas Elementary School shall designate an area within the building where the Contractor may store materials, tool, and equipment for use on the work under this letting.
3. Any materials or equipment delivered to the site, and signed for by the custodian in the absence of the Contractor, will be accepted only at the Contractor's risk. John W. Decas Elementary School or any employee of John W. Decas Elementary School will in no way be held responsible for such action, nor for loss or damage to such materials involved.

10.5. CUTTING, PATCHING AND REPAIRS:

It shall be the Contractor's responsibility at the completion of the work to provide all labor and materials to accomplish the replacement, patching, painting or other services required to restore all areas and/or surfaces that have been damaged or disturbed by his worker or by any Sub-Contractor as a result of their work under this letting, to their original condition.

10.6. CLEANUP:

1. The Contractor shall be responsible at the end of each workday to see that all debris and scrap materials have been removed from the site, leaving the area broom clean. Rubbish, old materials and debris from the day's work will not be permitted to remain on the site from day to day.
2. Removal of all such materials shall be at the Contractor's expense. The use of containers (caddies) or any other equipment belonging to John W. Decas Elementary School for the storage of scrap and rubbish, or trash removal will not be permitted.
3. Exceptions to the above will be permitted only at the discretion of John W. Decas Elementary School and then only when the work under this letting is confined to one area or enclosed space, such as an office that can be secured each night. However, in such exceptions Contractor must conform to the above when the work in such enclosed area is completed and before moving on to another work area.

4. Upon completion of all work, the Contractor shall remove and legally dispose of all scrap, debris and waste materials from the site and building and leave the entire area broom clean ready for the custodian's final cleanup work.
5. The Contractor shall repair all Damages to the building premises that may result from the work under these Specifications.
6. If upon completion of the work, and its acceptance by John W. Decas Elementary School, the Contractor has failed to properly and adequately clean up the work area, John W. Decas Elementary School shall notify the Contractor in writing of his intent to have John W. Decas Elementary School employees clean up the area within five days after date of letter.
7. John W. Decas Elementary School employees will then be instructed, after lapse of the five days, to complete the cleanup and the cost of this work will be deducted from the Contract Sum by means of a credit Change Order executed by John W. Decas Elementary School .

10.7. CHANGE OF PREVAILING WAGE RATES:

Attention is directed to the fact that during the term of this contract, the prevailing hourly rate of wages as herein set forth by the Massachusetts Department of Labor and Industrial Relations apply and, attention is further directed to the fact that during the term of this contract, the prevailing hourly rate of wages as herein set forth may be changed by the Massachusetts Department of Labor and Industrial Relations, by any other state or by court order, and that no such change shall be the basis of any claim by the Contractor against John W. Decas Elementary School nor will the amount due the Contractor by John W. Decas Elementary School be increased by reason thereof.

END OF SUPPLEMENTAL GENERAL CONDITIONS

VIII. SYSTEM RECAP PREMISE EQUIPMENT

PROPOSAL FORM

Taxes are not to be included in any pricing.		
Total Cost – All System as Specified and Included in accompanying price pages:		\$
Breakdown of Cost per System:		
Location	Address	
Decas Elementary School	760 Main Street, Wareham, Massachusetts 02571	\$
<i>less</i> Discount for Trade-in		\$
<i>Less</i> Additional Discounts		\$
Net Cost		\$
Fair Market Value (FMV) Lease/Purchase Options:		
60 Month Lease Price		\$
Lease Factor		.
Interest Rate		%
Lease Company Name		
Buy-Out Amount		\$
\$1 Buy Out Lease/Purchase Options:		
60 Month Lease Price		\$
Lease Factor		.
Interest Rate		%
Lease Company Name		
Fair Market Value (FMV) Lease/Purchase Options:		
36 Month Lease Price		\$
Lease Factor		.
Interest Rate		%
Lease Company Name		
Buy-Out Amount		\$
\$1 Buy Out Lease/Purchase Options:		
36 Month Lease Price		\$
Lease Factor		.
Interest Rate		%
Lease Company Name		

Break-Out Cost:			INCLUDED IN PROPOSED PRICE		PRICE BEFORE INSTALL	PRICE AFTER CUT & UP TO 1 YR
			YES	NO		
System Telephone Instruments (not Installed)						
Telephone/End Point/Etc.						
Quantity	Model #	Description				
16 Admin					\$	\$
36 Classroom					\$	\$
1 Add Classroom					\$	\$
3 Answering Position (PC based, Console, or Endpoint e/w DSS/BLF), Type/model #_____					\$	\$
Re-use 36 Classroom Ceiling or Wall Speakers individually volume controlled					\$	\$
Replace ___ Classroom Ceiling or Wall Speakers (as necessary) individually volume controlled					\$	\$
Re-use 28 Hallway Ceiling or Wall Speakers individually volume controlled						
Replace ___ Hallway Ceiling or Wall Speakers (as necessary) individually volume controlled						
5 Outdoor Horns					\$	\$
Redundancy Level (optional):					\$	\$
Optional Features:						
Hotelling/Hot Desking						
UPS 20 Min./full load with connection to Generator					\$	\$
					\$	\$
Voice Messaging System/ Unified Messaging (Based on information in 5.17) : _____Subscribers (proposed) _____Subscribers (maximum) _____Ports (proposed) _____Ports (maximum growth) _____Hours of Message Storage (proposed) _____Hours of Message Storage (maximum)					\$	\$
Cost of Mail Box only (no Endpoint)					\$	\$
Show cost of PC/Server necessary to operate Voice Mail system if not included in above line.					\$	\$
Cost to add _____ hours of message storage					\$	\$
Cost to add _____ ports to the system					\$	\$
Optional Cellular Phone Integration (Twinning) 5.19:					\$	\$
Show cost of PC/Server necessary to operate above system if not included in above line.					\$	\$
Licensing Cost:					\$	\$
One User					\$	\$
Five Users						
Ten Users					\$	\$
Other					\$	\$
ESTIMATED COST OF WIRE & CABLE FOR:						
Wiring for Outdoor Horns					\$	\$
Additional wiring for _____					\$	\$
Additional labor for _____					\$	\$
					\$	\$

Break-Out Cost:			INCLUDED IN PROPOSED PRICE YES	INCLUDED IN PROPOSED PRICE NO	PRICE BEFORE INSTALL	PRICE AFTER CUT & UP TO 1 YR
Remote Station:					\$	\$
Show cost of PC/Server necessary to operate above system if not included in above line.					\$	\$
Licensing:					\$	\$
Five Users						
Ten User					\$	\$
One Additional User to any increment above					\$	\$
Other					\$	\$
					\$	\$
Please show the POE Switch(s) that is (are) required to operate the system that is being proposed. If the existing switches and routers can be economically reused please indicate the price to upgrade and/or add power injectors:					\$	\$
Quantity					\$	\$
					\$	\$
					\$	\$
QOS Study	Model #	Description			\$	\$
Lightning/Delta Protection					\$	\$
					\$	\$
Service Contract (including Voice/Unified Messaging/System, Telecom System(s), Phones, etc.) with no growth anticipation:						
Second Year					\$	\$
Third Year						
Fourth Year					\$	\$
Fifth Year						
Sixth Year						
Seventh Year					\$	\$
Eighth Year					\$	\$
Ninth Year					\$	\$
Tenth Year					\$	\$
					\$	\$
Is software assurance included in the above costs?					\$	\$
Explain:					\$	\$
					\$	\$
					\$	\$

XI. CABLE COST FORM

SITE	LENGTH OF EACH DROP	INTERCOM		TALK-BACK SPEAKER		CATEGORY 6	
		COST RUN	TOTAL COST	COST RUN	TOTAL COST	COST RUN	TOTAL COST
All	25'	1		1		1	
		2		2		2	
		3		3		3	
	50'	1		1		1	
		2		2		2	
		3		3		3	
	100'	1		1		1	
		2		2		2	
		3		3		3	
	150'	1		1		1	
		2		2		2	
		3		3		3	
	200'	1		1		1	
		2		2		2	
		3		3		3	
	250'	1		1		1	
		2		2		2	
		3		3		3	
	300'	1		1		1	
		2		2		2	
		3		3		3	

XII. ACCEPTED – EXCEPTION SECTION

<u>Paragraph</u>	<u>Accepted</u>	<u>Exception</u>	<u>Initial</u>
3.1			
3.2			
3.3			
3.4			
3.5			
3.6			
3.7			
3.8			
3.9			
3.10			
3.11			
3.12			
3.13			
3.14			
3.15			
3.16			
3.17			
3.18			
3.19			
3.20			
3.21			
4.1			
4.2			
4.3			
4.4			
4.5			
4.6			
4.7			
4.8			

<u>Paragraph</u>	<u>Accepted</u>	<u>Exception</u>	<u>Initial</u>
4.9			
4.10			
4.11			
4.12			
4.13			
4.14			
4.15			
4.16			
4.17			
4.18			
4.19			
4.20			
4.21			
4.22			
4.23			
4.24			
4.25			
4.26			
4.27			
4.28			
4.29			
4.30			
4.31			
4.32			
4.33			
4.34			
4.35			
5.1			
5.2			

<u>Paragraph</u>	<u>Accepted</u>	<u>Exception</u>	<u>Initial</u>
5.3			
5.4			
5.5			
5.6			
5.7			
5.8			
5.9			
5.10			
5.11			
5.12			
5.13			
5.14			
5.15			
5.16			
5.17			
5.18			
5.19			
5.20			
8.1			
8.2			
8.3			

<u>Paragraph</u>	<u>Accepted</u>	<u>Exception</u>	<u>Initial</u>
8.4			
8.5			
8.6			
8.7			
10.1			
10.2			
10.3			
10.4			
10.5			
10.6			
10.7			

END OF ACCEPTED - EXCEPTION SECTION