

Chesterfield County School District

Cellular Telephone Service for period 7/1/2011 to 6/30/2012

Posted: January 21, 2011 Proposal due: February 22, 2011

SOLICITATION # 12027

Contract Award Date: February 25, 2011

I.0 Introduction

The Chesterfield County School District is seeking cellular telephone service for approximately 55 key administrative personnel involved in the support of instruction and educational management activities. The district is seeking a single year contractual agreement with renewal options OR a multi-year contractual agreement or provision of service on a month-to-month basis.

The district is seeking about 12 data enabled smart phones and about 27 cell phones with a calling plan for the Carolina area. The proposed contract or service agreement must include but not limited to the following:

- Phones
- All e-rate eligible telecommunications services
- Retention of current phone numbers
- Transfer of personal directories from existing phones
- Charging units for AC and DC (home and vehicle)
- Protective carrying case

Insurance may be included as an option only. Monthly departmental billing is required. The proposal must be prepared to clearly outline what is e-rate eligible and what doesn't qualify under federal guidelines.

CCSD is also entertaining bids for wireless Internet access for approximately 10 computers.

2.0 Instructions to Bidders

1. **Receipt of Proposals:** Chesterfield County School District requires the sealed proposals shall be submitted no later than 12:00 pm on February 22, 2011. Offer or mailing proposals should allow a sufficient mail delivery period to insure timely receipt. Any proposal received after the scheduled opening date and time will be immediately disqualified.
2. **Competition:** This solicitation is intended to promote competition. If the language, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested offer or to notify the district in writing so as to be received five (10) working days prior to the opening date. The solicitation may or may not be changed, but a review of such notification will be made prior to award.

3. Preparation

- a. Show proposal number on envelope as instructed.
- b. This bid must include delivery charges. Unit prices will not be accepted.
- c. Correction of errors on proposal; all prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by person signing the proposal. Erasures, or use of typewriter correction fluid, may be cause for rejection. No proposal shall be altered or amended after specified time for opening.
- d. By submission of a proposal, you are guaranteeing that all goods meet the requirements of this proposal.
- e. Provide references for other similar jobs in South Carolina.

4. Proposal acceptance period: Offer or shall hold their price firm and subject to acceptance by Chesterfield County School District for a period of **90 (Ninety) working days** from the date of the bid opening, unless otherwise indicated in their proposal.

5. Standards of Responsibility: Factors to be considered in determining whether the district standards of responsibility have been met include whether a prospective contractor has:

- a. Available the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements;
- b. A satisfactory record of performance;
- c. A satisfactory record of integrity;
- d. Qualified legally to contract with the district; and
- e. Supplied all necessary information in connection with the inquiry concerning responsibility.

6. Right of Non-Commitment or Rejection: This solicitation does not commit the district to award a contract, to pay any costs incurred in the preparation of a solicitation, or to procure or contract for the services. The district reserves the right to reject any or all bids or proposals received, or to cancel in part, or in its entirety, this bid or proposal if it is in the best interest of the district to do so.

7. Taxes: The school district is not exempt from taxes on the specified items included in this solicitation. Offer or should include SC Sales Tax in their bid prices at the rate of 8%.

8. Award of the Contract: Contract Award will be made based on the overall score of the respective matrix provided below. The offer or who presents the product or service that is in the best interest of the Chesterfield County School District will be awarded the contract. Chesterfield County School District reserves the right to award this solicitation on an item by item basis, or on an "all or none" basis, whichever is in the best interest of the school district

9. Proposals will be evaluated on the following Criteria

- Cost (40%)
- Signal clarity and coverage throughout the district (30%)
- Proposal meets the needs of the district (20%)
- References (10%)

10. Pricing: Proposal pricing shall be valid for the duration of the initial contract, or 90 days. Contractor is responsible for holding pricing firm to the district regardless of manufacturer or distributor price increases.

10. Submission of Bid:

Mail or hand deliver sealed bid to:

Chesterfield County School District
401 W Boulevard
Chesterfield South Carolina 29709
ATTN: Wayne Wallace

Mark outside of envelope

All mail is delivered daily at 11:00 a.m. Unsealed fax copies are unacceptable.

3.0 Proposal Submission Timeline

Proposal posting.....January 21, 2011
Questions must be submitted by..... February 15, 2011 @ 3:00 pm
Proposals due by.....February 22, 2011 @ 12:00 pm
Contract award.....February 25, 2011
Starting DateJuly 1, 2011

Direct questions to:

Director of Information Technology/E-rate Coordinator
Deborah D. Wimberly
dwimberly@chesterfield.k12.sc.us

All responses will be posted on the website:
<http://www.chesterfield.k12.sc.us/infotech.html>