



KODIAK ISLAND BOROUGH SCHOOL DISTRICT
722 Mill Bay Road, Kodiak, AK 99615
Phone: 907-486-7592 - Fax: 907-481-6108
E-mail: purchasing@kibsd.org

Request for Proposal (RFP)
FY22-10 RADIO COMMUNICATION SYSTEM RFP
June 30, 2021

The Kodiak Island Borough School District (KIBSD) is seeking proposals for upgrading the radio communication system in use throughout the District as described in this RFP.

This Request for Proposal (RFP) states the instructions for submitting proposals, the procedure and criteria by which a vendor may be selected, and the contractual terms by which KIBSD intends to govern the relationship between it and the selected vendor.

All proposals must be received at the Kodiak Island Borough School District (KIBSD) Shipping and Receiving Office, 722 Mill Bay Road, Kodiak, Alaska 99615, **by 12:00 PM on July 22, 2021** to be considered. Proposals will be opened at 1:00 PM on July 22, 2021 in the KIBSD Finance Department located at 722 Mill Bay Road, Kodiak, Alaska 99615 RM F145.

Vendors should familiarize themselves with the entire packet. Upon receipt of the RFP, all vendors who intend to submit a response to this RFP should complete Attachment # 1 (Acknowledgement of RFP and Intent to respond) and return to purchasing@kibsd.org.

If you have any questions regarding this RFP please contact Ferlene Fuentes (Purchasing Supervisor).

Please mark your proposal envelope, fax or Electronic proposal as follows:

FY22-10 RADIO COMMUNICATION SYSTEM RFP
Kodiak Island Borough School District
722 Mill Bay Road
Kodiak, AK 99615
Attention: Purchasing Department

This is not an order.

Ferlenefuentes
Sincerely,
Ferlene Fuentes
Purchasing Supervisor



FY22-10 RADIO COMMUNICATION SYSTEM RFP

A. PROPOSALS

1. **Proposals must be received by 12:00 PM** at the KIBSD Shipping and Receiving Office, 722 Mill Bay Road, Kodiak, Alaska. They will be opened on July 22, 2021 at 1:00 PM in the KIBSD Finance Department RM F145.
2. Proposals, if mailed, faxed, or sent electronically must be clearly marked as follows:

FY22-10 RADIO COMMUNICATION SYSTEM RFP

Kodiak Island Borough School District

722 Mill Bay Road

Kodiak, AK 99615

Attention: Purchasing Department

3. Vendors must submit proposals on the enclosed attachments.
4. Proposals should include a requested timeline in regards to a site visit if necessary.
5. The KIBSD Shipping and Receiving Office is open for business from 7 a.m. to 3:30 p.m., Monday through Friday. Acceptance of Special Delivery mail is not available Saturday, Sunday, or holidays. The ultimate responsibility for the delivery of the quotation document lies with the vendor. The School District shall make no concession regarding postal service or any other form of conveyance of the quotation document even when timely delivery of the quotation fails through no fault of the vendor. **Late proposals will not be considered and will be returned to the vendor unopened after the award.**

Vendors are encouraged to mail proposals at least five (5) working days prior to the quotation opening

B. RECEIPT AND OPENING OF PROPOSALS

1. Proposals received prior to the advertised hour of opening will be kept securely sealed until the date and time of the opening of proposals. All faxed or electronic proposals will be placed in a sealed envelope until the bid opening.
2. No responsibility will attach to the District or its representatives for the premature opening of, or the failure to open, a quotation not properly addressed and identified in accordance with the instructions contained herein.
3. On the date and at the time and place fixed for the opening of Proposals, the District's representative will open and recorded all responsive bids. Vendors and other persons properly interested may be present, in person or in representative.



C. PRICES/DELIVERY

1. Quotation will be clearly priced to include any freight charges.
2. All proposals must be exclusive of federal, state, and local taxes. An Exemption Certificate will be furnished when required.
3. All proposals must be firm for eighty (90) days after the quotation opening date.
4. All proposals must include all travel, lodging and per diem rates if applicable.

D. MODIFICATION, CORRECTION, OR WITHDRAWAL OF PROPOSALS

Proposals may be modified, corrected, or withdrawn prior to the closing time and date by written or FAX request. Proposals may not be modified or corrected verbally. The vendor bears the same responsibility for delivery of quotation modifications, corrections, or withdrawals as for the original document. All modifications, corrections, or requests for withdrawal must be clearly marked as such. Any attempt to make additions, deletions, corrections, or withdrawals of the quotation not in compliance with these provisions may be construed as a lack of "Good faith" may be cause for rejection of the quotation.

E. EVALUATION CRITERIA

Proposals will be evaluated on many criteria deemed to be in KIBSD's best interests, including, but not limited to the following:

1. Price
2. Experience
3. Proposed Schedule
4. Past Performance of Vendor/References
5. Proposed Services

A Local vendor preference of up to 10% may be given to vendors maintaining offices in Kodiak if all other factors are equal.

We reserve the right to select and purchase any or all of the quoted items. If prices are based on total quantity only, please indicate.



F. CONTRACT DOCUMENTS

The final agreement shall include:

1. This RFP, including attachments # 1, and #2.

Attachment # 1 Acknowledgement of RFQ and Intent to Respond
Attachment # 2 Vendor Information

2. The Purchase Order awarded to the successful Vendor.

G. AWARD OF CONTRACT (Purchase Order)

1. The resulting contract will be awarded to the responsible vendor submitting the most attractive quotation as determined by the evaluation factors and complying with the requirements of this solicitation, provided the quotation is reasonable and it is in the best interest of the District to accept it. The District, however, reserves the right to consider all features of the quotation, reject any and all proposals, consider alternates, and waive any informality or irregularity in proposals received whenever such rejection or waiver is in the District's best interest.
2. The District reserves the right to reject the offer of any vendor who has previously failed to perform properly or complete on time, contracts of a similar nature; to reject the offer of a vendor who is not, in the opinion of the District, in a position or qualified to perform the Contract; and any or all offers when such rejection is in the interest of the District.
3. The KIBSD School Board during a regular scheduled meeting will review the contract documents and make award of the contracts if approved.
4. The awarding of this contract will be based upon the District's available funding.

H. COMPLIANCE WITH LAWS

The vendor shall comply with all applicable Federal and State laws and local ordinances, including but not limited to, the Federal Occupational Safety and Health Act of 1970 and Health Act of 1973 and amendments thereto and all regulations issued thereunder by the Federal and State governments.

I. CONFLICTING TERMS

Whenever there is an apparent conflict between the General Terms and Conditions and the Specifications, the Specifications shall prevail.

J. PAYMENT

Payment of invoices will be made within thirty to forty-five (30 to 45) days after completion and inspection of work.



K. TERMINATION

If the vendor refuses or fails to complete the work within 30 days of their proposed completion date stated on Attachment # 2 the District may, by written notice to the vendor, terminate the contract.

L. GENERAL INFORMATION & SPECIFICATION

The current radio communications system's core infrastructure is more than 25 years old. In addition to being outdated, replacing individual handsets piecemeal over the years has resulted in a mismatched system with unreliable inter-functionality. In addition, newer construction, such as the renovated Kodiak High School, involves a metal building structure which interferes with radio signals, particularly in the high school tower. Having reliable radio communications infrastructure in place is critical to maintaining a safe learning and working environment for our students and staff, particularly in the event of an emergency.

M. SCOPE OF WORK

- Radio communication compatible across all town sites.
- New equipment must integrate with existing equipment and infrastructure.
- Increase radio reception coverage area and improve existing coverage to eliminate "dead zones" within buildings.
- Vendor must provide costs and specifications of equipment to be used, including handheld and mobile radios.
- Installation of channel to our system in case of an emergency. (Police and Fire)



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Attachment #1

Acknowledgement of RFP and Intent to Respond

All vendors who intend to submit a response to this RFP must complete this form and fax/email it to:

Ferlene Fuentes, Purchasing Supervisor
Kodiak Island Borough School District
ffuentes01@kibsd.org
(907)486-7592 phone
(907)481-6108 fax

Any vendor, who fails to notify the District of their intent to respond via this form, assumes complete responsibility in the event that such vendor does not receive all related communication prior to submission of their response.

Business Name: _____

Contact Name: _____

Contact Phone Number: _____

Contact Fax Number: _____

Contact Email address: _____

Mailing Address: _____

- I have reviewed the requirements of this RFP and intend to respond.
- I have reviewed the requirements of this RFP and do not intend to respond but desire to remain on the District's vendor list.
- I have reviewed the requirements of the RFP and do not intend to respond, please remove my company's name from your vendor list.

Signature/Title/Date



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**Attachment #2
Vendor Information**

Business Name: _____

Contact Name: _____

Contact Phone Number: _____

Contact FAX Number: _____

Mailing Address: _____

Location (Street address): _____

E-mail address: _____

Completion Information: _____

Price: _____

Proposed Completion Date: _____

Signature

KIBSD Signature

Title

Title

Date

Date