



Onaway Area Community Schools

Overhead Paging System Request for Proposal

Project Deadline Date: June 1st 2024

Onaway Area Community School District is accepting proposals to upgrade their existing Overhead Paging/Bell system for their K-12 school building.

Project Timeline

Release of RFP	September 12th, 2023
Technical Question Deadline	Dec 7th, 2023
Proposal Due Date	Dec 8th, 2023 3:00PM EST
Proposal Award Date	Dec 12th, 2023
Project Due Date	June 1 st , 2024

Project Requirements

I. System Requirements

1. District has no Preferred System Software/Hardware to be used
2. System will be upgraded/installed in the following building:
 - a. Onaway Area School District 4549 M-33 S Onaway, MI 49765
3. Paging system must allow for paging to all rooms, specific zones, & individual rooms.
 - a. Each classroom including the gym and cafeteria should be considered a single paging location/zone.
 - b. Hallway speakers should be considered a single paging location/zone.
 - c. The office areas should be considered a single paging location/zone.
4. The system should be capable of interfacing with the existing telephone system.
 - a. District currently has a Mitel digital/VoIP phone system.
 - b. End users must be able to dial a specific number that would interface into the paging system and allow them to page from any phone in the building.
 - c. Winning bidder will work with our phone vendor to complete the necessary set up for phones to interface with the paging system.
5. Attachment "C" Floor Plan
 - a. Vendors may recommend additional speaker or horn locations.
 - b. Vendor will return any existing equipment to the District for disposal.



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6. The system must be able to provide bell schedules or alerts to notify students of class changes.
7. Preferred system will allow for pre-recorded alerts to be configured.
8. System must have a web-based administration for programming, scheduling event changes, and emergency notifications.
9. Please provide optional cost to allow for music to be hooked up to the system
10. Please provide an optional line item cost for automated emergency response to connect with fire, police, or security in the event of a panic button press or launch of an emergency notification.
11. Alternative proposals will be considered if a compliant base proposal is also submitted.

II. Installation

1. Work must be completed by the project due date, unless otherwise approved by the District.
 - a. The awarded vendor will schedule work through the district Technology Director or designated contact.
2. Once the proposal has been awarded, the vendor will provide a PLM bond for the amount equal to the awarded contract amount.
3. Awarded vendor will walk through the building prior to installation for a complete analysis of the system.
4. Network connected paging equipment location must be approved with Technology Director or designated contact prior to installation. If there is room to place equipment in Network Closets, that would be preferred.
 - a. If the unit is rack mountable, please provide the approximate size of the unit (in rack U's).
 - b. If equipment is placed in another location, the vendor is responsible for running low voltage network cabling to the network closet.
5. The vendor will be responsible for running any low voltage cabling for the system, including but not limited to, speakers, horns, and call buttons.
 - a. Cabling should be in J-Hooks or otherwise tied up so that it is not laying on any ceiling grid.
 - b. The vendor will be responsible for any wall penetrations and sleeves.
 - c. Fire stop must be used for all penetrations.



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6. Vendor is responsible for mounting/installing speakers.
 - a. All necessary mounting hardware and materials should be included in installation cost.
7. The vendor needs to install a paging microphone or telephone in the main office. This will be used for paging and a backup if the main district phone system goes down.
8. Vendor is responsible for testing all functions of the new system to ensure they are working properly prior to completion

III. Programming

1. Once awarded, the vendor will schedule a meeting with the District to discuss programming options. Include any time to program/configure the system with the base proposal.
2. The vendor will include any programming changes requested within 90 days of the system being handed over for acceptance by the District.
3. Please provide an hourly cost for any future changes. Include drive time if necessary.

IV. Individual Unit Costs

The vendor must provide unit pricing for the following in the proposal RFP.

1. Analog Ceiling Speaker
2. IP Ceiling Speaker (preferred)
3. Internal Horn Speaker
4. External Horn Speaker
5. Call Button
6. Volume Control
7. Estimates on Cabling, Installation, and Programming for adding a single unit
8. Estimate on any annual maintenance/support
9. Time and Materials cost for repairs.

V. Training

1. The vendor shall provide a minimum of two (2) separate training sessions for staff.
 - a. Training will include how to page individual classrooms, building zones, and initiating a building all call.
 - b. Please also provide training on event management and how to make any basic programming changes to the daily, yearly, and hourly schedules and messages.

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This RFP packet will be available on our website at the following link, [Onaway Schools Paging RFP-2023](#) under the “Bid Requests Section”

Vendors are responsible for obtaining any updates or amendments to the RFP from the website.

Proposals are due by December 8th 2023, no later than 3:00 p.m.

The sole point of contact concerning this solicitation is:

Barry L. Fitzpatrick – Technology Director

bfitz@oacsd.com (989)217-0980

Onaway Area Community Schools

4549 M-33 S

Onaway, MI 49765

Vendor on-site walk-through inspections may be scheduled by contacting Barry L. Fitzpatrick at bfitz@oacsd.com or by cell at 989-217-0980.

Proposals must be delivered to Barry L Fitzpatrick, and received prior to this deadline to the address noted above. E-mails will also be accepted. Submit email responses to bfitz@oacsd.com



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Attachment A

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner and or authorized officer of the below named contractor (the "Contractor"), pursuant to the compliance certification requirement provided in the Onaway Area Community Schools' (the "School District") Request For Proposals For Overhead Paging System (the "RFP"), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economics Sanctions Act, Michigan Public Act No.517of2012 (the "Act"), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an "Iran linked business" at any time during the course of performing the Work or any services under the contract. The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to submit a request for proposal for three (3) years from the date that it is determined that the person has submitted the false certification.

Name of Contractor

Name of Representative

Title

Date

STATE OF MICHIGAN)

COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, _____

, Notary Public

_____ County, Michigan

My commission expires: ____/____/____ Acting in the County of : _____



Attachment B
DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP
ONAWAY AREA COMMUNITY SCHOOLS

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner and any employee of the vendor/contractor and any member of the Onaway Area Community School District Board of Education or the Onaway Area Community School District Superintendent must be accompanied with the bid/proposal.

Bids and Proposals without this disclosure statement will not be accepted.

The members of the Onaway Area Community School District Board of Education are: Erin Chaskey, Mike Hart, Lorrie Kowalski, Annette Porter, James Rieger, Jeremy Veal and John Palmer.

The Onaway Area Community School District Superintendent is Mrs. Mindy Horn.

The following are the familial relationship(s):

Owner/Employee Name Related to: Relationship _____

1. _____
2. _____
3. _____
4. _____
5. _____

Attach additional pages if necessary to disclose all familial relationships.

There are no familial relationships that exist between the owner and any employee of the vendor/contractor and any member of the Onaway Area Community School District Board of Education or the Onaway Area Community School District Superintendent.



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Attachment B (cont)

DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP ONAWAY AREA COMMUNITY SCHOOLS

The undersigned, the owner or authorized representative of bidder
(insert name) _____ does hereby represent and warrant that the
disclosure statements herein contained are true.

Signature of Bidder Representative

Print Name

Title

STATE OF MICHIGAN)

COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, _____

, Notary Public

_____ County, Michigan

My commission expires: ____/____/____ Acting in the County of : _____



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Attachment C Building Map

