



**PURCHASING COOPERATIVE**

18639 – 80<sup>th</sup> Ave. S. ♦ P.O. Box 5550 ♦ Kent, WA 98064-5550 ♦ Phone 425-251-8115 ♦ Fax 253-395-5402 ♦ [www.kcda.org](http://www.kcda.org)

**INVITATION FOR BIDS**

**ON**

**Intraschool Communications**

**BID #08-405**

**Time and Place for Filing**

**on or before 2:00 P.M. Pacific Daylight Time  
October 2, 2007**

**King County Directors' Association  
Purchasing Department  
18639 80<sup>th</sup> Ave. S.  
Kent, WA 98032  
425-251-8115, EXT 132**

**Note: Each bid is to be filed in a separate envelope and marked with the appropriate bid name and time of opening. All bids must be at KCDA's offices on or before the time shown above or they will not be accepted. Neither faxed, bids sent via email, nor "postage due" bids will be accepted. Bids sent via Federal Express, Express Mail or other overnight delivery services must be sent to KCDA's street address.**

A handwritten signature in black ink that reads "Dave Uglem". The signature is written in a cursive, flowing style.

**Dave Uglem  
King County Directors' Association  
425-251-8115, EXT 135  
[duglem@kcda.org](mailto:duglem@kcda.org)**

**Published in the Daily Journal of Commerce & Daily Journal of Commerce-Oregon  
September 12, 2007 and September 19, 2007**



**PURCHASING COOPERATIVE**

18639 - 80th Ave. S. ♦ P.O. Box 5550 ♦ Kent, WA 98064-5550 ♦ Phone 425-251-8115 ♦ Fax 253-395-5402 ♦ www.kcda.org

**Intraschool Communications Bid 08-405**

The undersigned offers and agrees, if this bid be accepted, to furnish any or all of the items upon which prices were quoted, at the prices set opposite each item, F.O.B. delivery point specified in the invitation for bids, and agrees to make delivery within the delivery dates specified, or as otherwise amended by attachment.

Please note the contract provisions of Paragraphs II E, G, H, and I.

COMPLETE AND SELECT ONLY ONE OF THE FOLLOWING FIVE (5) ACCEPTABLE TERMS:

\_\_\_\_\_%, 15 DAYS      \_\_\_\_\_%, 20 DAYS      \_\_\_\_\_%, 25 DAYS      \_\_\_\_\_%, 30 DAYS

0%, NET 30 DAYS (PLEASE NOTE: A PERCENTAGE OF "ZERO" SHALL BE TERMS OF NET, 30 DAYS ONLY)

THE FIRST DAY FOR START OF TERMS SHALL BEGIN WITH RECEIPT OF VENDOR INVOICE AT KCDA OR APPROVAL OF INVOICE BY CUSTOMER- WHICH EVER IS LATER.

**Contract Prices Offered:**

- 1. Firm for annual contract ( )
- 2. Firm for initial order only ( )
- 3. Variable by item/group ( )  
(Identify under separate cover)
- 4. Restocking Fee (if applicable) \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

NAME: (typed or printed in ink) \_\_\_\_\_

TITLE: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

If you are not responding to this bid, please list your company name and address, check one of the following lines and return to KCDA:

Keep our name on the list of bidders for this bid \_\_\_\_\_

Remove our name from the list of bidders for this bid \_\_\_\_\_

Remove our name from the list of bidders for all bids \_\_\_\_\_

## Attachment A

### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

In submitting the proposal to provide products and/or services as outlined in the bid specifications, we hereby certify that we have not been suspended or in any way are excluded from Federal procurement actions by any Federal agency. We fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's Responsibilities.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Date: \_\_\_\_\_

YOU MUST READ AND UNDERSTAND THE TERMS AND CONDITIONS LISTED BELOW AS WELL AS ANY ATTACHMENTS CONTAINED WITHIN THIS BID.

## INVITATION FOR BIDS INDEX

### I. INTRODUCTION

- A. KCDA Membership
- B. Interpretation of Bid Documents
- C. Exceptions
- D. Contract Default
- E. Bidder Responsibility
- F. Bidder Financial Responsibility
- G. Minority and Women Owned Businesses

### II. GENERAL PROVISIONS

- A. Bid Opening
- B. Modifications
- C. Quality Standards
- D. Rejection of Any or All Proposals
- E. Binding Contract
- F. Estimated Quantities
- G. Contract Period
- H. Ordering Schedule
- I. Extended Contract Period
- J. Requested Samples
- K. Disposal of Samples
- L. Anti Discrimination Clause
- M. Patent Indemnification
- N. Safety Requirements
- O. Risk of Loss
- P. Rejection
- Q. Shipment Identification
- R. No Bid Response
- S. Bid Awards
- T. Reciprocity

### III. PREPARATION OF BID

- A. Submittal of Bid Document
- B. Signature Page
- C. F.O.B. Shipments
- D. Product Identification
- E. Quantity per Unit of Measure
- F. Alternate Proposal
- G. Errors/Corrections
- H. Invoicing
- I. Cash Discounts/Invoice Payments
- J. Washington State Sales Tax

### IV. PRODUCT ACCEPTANCE

- A. General Policy

### V. BID PROTESTS

### VI. PRODUCT TOXICITY REPORTS

- A. Hazardous Chemical Communication

### VII. NOTE: IMPORTANT BID FACTS

ATTACHMENT "A": Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

## INVITATION FOR BIDS

### I. INTRODUCTION

#### A. KCDA MEMBERSHIP

KCDA is a purchasing cooperative owned by 294 public school districts in the state of Washington and is located in Kent, Washington. KCDA's membership is made up of but not restricted to public school districts, private schools, municipalities, political subdivisions and other public agencies located in but not limited to Washington, Oregon, Idaho, Alaska, and Montana. Representing over 1 million students and over 5,000 ship to locations, KCDA purchases approximately \$100 million worth of products, equipment and services on behalf of the membership. Restrictions of merchandise being available to any locale of KCDA membership must be noted under separate cover.

All school districts and other public agencies in the state of Oregon who are or may become associate members of the KCDA Purchasing Cooperative may participate in the contract(s) awarded as a result of this bid. A complete list of all school districts and other public agencies that are members of the KCDA Purchasing Cooperative is available on our web site, [www.kcda.org](http://www.kcda.org).

#### B. INTERPRETATION OF BID DOCUMENTS

Any person contemplating submitting a bid for the proposed contract that is in doubt as to the true meaning of any part of the bid documents, or finds discrepancies in or omissions from, the bid documents, shall submit to KCDA a written request for an interpretation or correction thereof. Such request shall be submitted and received not later than 10 days prior to the date specified for receipt of quotations. Any interpretation or correction of the bid documents will be made in writing by addendum duly issued to all bidders. KCDA will not be responsible for any other explanation or interpretation of the bid documents.

#### C. EXCEPTIONS

All paragraphs in this bid invitation are numbered and lettered in outline form. All exceptions to the terms and provisions of this invitation for bids shall be made by the bidder by signed and dated attachment to the bid form. Do not add to, delete from, or amend in any manner the bid form or covering pages, other than by attachment to the bid form. Attachments to this bid shall thereby become a part thereof.

#### D. CONTRACT DEFAULT

Your bid is subject to all terms and conditions as herein established in this bid request form and include price, quality and delivery. Failure to provide items bid in accordance to the purchase order and bid delivery schedule, will constitute contract default, and, after due written notification, allows the Purchasing Department to declare the contract void and to purchase the merchandise on the open market. Any additional costs in procuring and distributing replacement product will be charged to the bidder.

#### E. BIDDER RESPONSIBILITY

All bidders shall thoroughly examine and be familiar with the bid documents. The failure or omission of a bidder to receive or examine any form, instruments, addendum, or other document, shall in no way relieve any bidder from obligations with respect to your bid or to the contract. The submission of a bid shall be taken as prima facie evidence of compliance with this section.

#### F. BIDDER FINANCIAL RESPONSIBILITY

KCDA has the right to request financial information from any bidder to evaluate the bidder's ability to meet the terms and conditions of any and all contracts that may be established by acceptance of the offer contained in the bid. Additional confirmation from the bidder's supplier(s) that the delivery terms of the contract will be met may be required. KCDA reserves the right to reject any or all bids and/or bidders unable to prove they are financially able to provide the quantity of merchandise they have offered in response to this bid invitation.

#### G. MINORITY AND WOMEN OWNED BUSINESSES

KCDA encourages all minority and women owned businesses to participate in the bid process. Washington State law does not allow KCDA to provide any financial advantage for minority and women owned businesses who participate, however, KCDA believes that a diverse range of suppliers benefits all.

## II. GENERAL PROVISIONS

### A. BID OPENING

All bids submitted for supplies and/or services will be opened in public at the time, date and place herein specified, and all bidders are invited to be present at the opening of such bids. For those unable to attend the bid opening, bid information will be available. A final recap will be available from KCDA after bid awards are made. Under no circumstances will a bid be considered if filed after the hour specified in the invitation for bids. For this bid to be considered for award bids must arrive in the offices of the KCDA Purchasing Department on or before the time listed on the front of this bid document. The address of this office is as follows:

King County Directors' Association  
Purchasing Department  
18639 80th Ave. S.  
Kent, WA 98032

Please note that bids sent to our post office box are not guaranteed of reaching the Purchasing Department offices in time for the bid opening. The same is true of bids sent via United Parcel Service (UPS). Bids sent via UPS are delivered to our warehouse, not the Purchasing Department Offices, and are not guaranteed of being in the office before the time of the bid opening. Please check to make sure your bid will arrive at the Purchasing Department Offices in time to be accepted for the bid opening. KCDA will not accept bids that are sent via fax or email.

KCDA will be closed for the following holidays and therefore access for mail or courier delivery of bids will be unavailable:

Labor Day	September 3, 2007
Veterans' Day	November 12, 2007
Thanksgiving	November 22 & 23, 2007
Christmas	December 24 & 25, 2007
New Year's Day	January 1, 2008
Martin Luther King Day	January 21, 2008
Presidents Day	February 18, 2008
Memorial Day	May 26, 2008
Independence Day	July 4, 2008

### B. MODIFICATIONS

Bids may be modified or withdrawn by written or telegraphic notice received prior to the exact hour and date specified for receipt of bids. Bids may also be modified or withdrawn in person by an authorized representative who must sign a receipt for this action. Returned and/or unsubmitted bids shall become the responsibility of the bidder. Bids that are not submitted at the time of the opening shall not be considered for award.

### C. QUALITY STANDARDS

Whenever an item in this invitation for bids is described by using a manufacturer's name, brand or catalog number, it shall be construed solely for the purpose of indicating the standards of quality. Brands of equal quality shall be considered, except where specific brands are requested, provided the bidder specifies the brand, model and number on which their bid is submitted and submits samples, specifications and other information necessary to properly evaluate the bid. Any bid containing a brand which is not of equal quality shall not be considered. KCDA will accept bids on new product only. Merchandise that has been refurbished or has been in storage for a long period of time is unacceptable.

### D. REJECTION OF ANY OR ALL PROPOSALS

The Purchasing Department reserves the right to accept or reject any or all bids and to waive informalities or irregularities in any bid or in the bidding. No faxed or "postage due" bids of any kind will be accepted.

### E. BINDING CONTRACT

It is understood that the offer represented by a bidder and an award made by the KCDA Board of Directors to the successful bidder, forms a binding contract. KCDA, under certain circumstances, will allow the assignment of contracts; however, no assignment can occur to another entity without written agreement from KCDA.

#### F. ESTIMATED QUANTITIES

Quantities shown on the bid forms are the estimated requirements of the school districts for which the Association acts as purchasing department, based on orders for the previous year. The quantities listed on the bid forms represent the total quantity the cooperative intends to purchase over the life of the contract period. The Purchasing Department reserves the right to order more or less than the quantities stated on the bid form. Any minimum order requirements should be so indicated as part of this bid for evaluation. Quantities ordered are based on actual requirements and the successful bidder will fulfill that requirement regardless of the manufacturer's policies regarding order completion.

#### G. CONTRACT PERIOD

This bid will be awarded as an annual contract covering 365 days from the date of KCDA Board acceptance as noted under special instructions. If you are able to quote a contract price for only a limited period or a specific quantity, or quote separate pricing for subsequent orders beyond the initial requirement, qualify your bid by signed and dated attachment. Such attachments must be precise, i.e., "Prices firm for purchase orders received by the bidder within 60 days from the date of bid opening" is acceptable, however, "Prices firm for 60 days" is not acceptable. The latter statement does not specify 60 days from when and leaves open the question of whether a purchase order must be issued within 60 days, the bids must be awarded within 60 days, or if the merchandise must be delivered and billed within 60 days. Do not disqualify your bid through imprecise language.

#### H. ORDERING SCHEDULE

Based upon minimum order requirements set by the successful bidder, KCDA may submit orders against this bid once a contract has been established by the KCDA Board of Directors. A large portion of the quantities listed will be ordered for delivery in April through July as noted by the requested delivery dates listed in the body of the bid specifications. However, KCDA reserves the right to place orders anytime, for any amount, during the contract period based upon any minimum quantities and time restrictions set forth by the successful bidder attached to their bid response. Please note that the quantities and delivery dates listed in this bid are presented as a guide to the bidder, but will not be binding or limiting to the Purchasing Department.

#### I. EXTENDED CONTRACT PERIOD

By mutual written agreement of KCDA Board of Directors and the successful bidder, the initial contract period may be extended for additional periods, not to exceed extensions of 3 years total beyond the initial contract. Such extensions shall be at the bid award price and under the same terms and conditions as the original contract. Proposals for extension shall be submitted to KCDA 30 days prior to specific bid availability for the upcoming bid.

#### J. REQUESTED SAMPLES

It is the bidder's responsibility to provide samples as requested in order that your bid is considered. Submit the samples to the King County Directors' Association, located at 18639 80th Ave. S., Kent, Washington, 98032. All samples must be labeled with the bid number and KCDA's item number to be submitted no later than 7 working days after the bid opening. Samples must be submitted on all items bid as alternates 10 working days prior to bid opening.

Additional samples may be requested after bids are opened and must be submitted within 7 working days of request. **DO NOT ENCLOSE YOUR BID WITH THE SAMPLES.**

#### K. DISPOSAL OF SAMPLES

Bid samples not picked up within 30 days after the bid award date shall become the property of the King County Directors' Association and shall be disposed of by distribution to the member school districts or by donation to the Fircrest or Rainier Schools.

#### L. KCDA NON DISCRIMINATION STATEMENT

Bidders who desire to provide KCDA with equipment, supplies and/or professional services must comply with the following Non Discrimination requirements. During the performance of this contract, the Bidder agrees as follows:

Bidder will comply with all Local, State and Federal Laws prohibiting discrimination with regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.

The Bidder will not discriminate against any employees or applicant for employment because of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.

The Bidder will, in all solicitations or advertisements for employees placed by or on behalf of the Bidder, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.

The Bidder will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Bidder's affirmative action commitments, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

Any Bidder who is in violation of these requirements, or an applicable non discrimination program shall be barred forthwith from receiving bid awards or any purchase orders from KCDA.

#### M. PATENT INDEMNIFICATION

By accepting this order, Bidder agrees to save and hold harmless KCDA, its successors, assigns, customers and the users of its products from any liability, loss, damage, judgments, or awards, including costs and expenses arising out of any actions, claims, or proceedings for infringement of (a) any United States Letters Patent purporting to cover the material to be delivered to Buyer under this order, or its normal intended use and (b) any trademarks appearing with the material on delivery to KCDA; and further, Bidder agrees to defend KCDA at Bidder's expense in all such actions, claims, or proceedings, provided that KCDA shall give Bidder prompt notice in writing of all such actions, claims, and proceedings, as well as notice of infringement and threats of suit for infringement.

#### N. SAFETY REQUIREMENTS

All items furnished under this bid, where applicable, must comply with all OSHA, WISHA, UL Approval, including but not limited to chapter 296-46B of the Washington Administrative Code and any other safety requirements imposed by KCDA, State or Federal agency. Bidder further agrees to indemnify and hold harmless KCDA from all damages assessed against KCDA as a result of Bidder's failure to comply with the acts and the standards issued there under and for the failure of the items furnished under this order to so comply.

#### O. RISK OF LOSS

Regardless of F.O.B. point, Bidder agrees to bear all risk of loss, injury, or destruction of goods and materials ordered herein which occur prior to delivery, and such loss, injury, or destruction shall not release Bidder from any obligation hereunder.

#### P. REJECTION

All goods or materials purchased herein are subject to approval by KCDA. Any rejection of goods or materials resulting from non conformity to the terms, conditions and specifications of this order, whether held by KCDA or returned will be at Bidder's risk and expense.

#### Q. SHIPMENT IDENTIFICATION

All invoices, packing lists, packages, shipping notices, instructions, correspondence and all other written documents affecting any KCDA order shall contain the applicable purchase order number. A packing list must be provided with every shipment being made to KCDA indicating all the products shipped and back ordered, also, every carton shipped pursuant to this order must be marked with the contents therein.

#### R. NO BID RESPONSE

If no offer is to be submitted at this time, do not return this bid. A letter should be forwarded to KCDA advising whether future bids of this type are desired. Failure of the recipient to notify KCDA of your intentions may result in removal of your name from the bidder's list.

#### S. BID AWARDS

All bids will be awarded by the KCDA Board of Directors to the lowest responsible bidder meeting specifications. KCDA reserves the right to award items in groups to meet minimum shipping requirements and to award contracts to multiple bidders for individual systems.

#### T. RECIPROCITY

KCDA may review responses from bidders outside the State of Washington to see if those bidders are from states that use restrictions against companies from the State of Washington when they respond to public bids. KCDA may use this information in making bid awards when multiple bidders appear to have submitted the same pricing, terms and conditions on a particular bid item or items.

### III. PREPARATION OF BID

#### A. SUBMITTAL OF BID DOCUMENT

All information submitted on this bid document, i.e. prices, brands, product numbers, any exceptions to the terms and conditions of this bid, and the signature page, must be either typewritten or filled out in permanent ink. Bids received differently than in the manner described above will be rejected.

#### B. SIGNATURE PAGE

Bids submitted require the firm name, address and telephone number must be entered on the signature page of this bid. It is required that bids be submitted typed or printed with permanent ink. Each bid must be signed in longhand by the person duly authorized to sign bid documents. Please note the contract prices portion of the signature page. Check the appropriate box as to whether your pricing is firm for an annual contract, one time purchase or of variable length.

#### C. F.O.B. SHIPMENTS

Prices must be quoted in the UNIT SPECIFIED, PACKAGING INCLUDED and except for cash discount percentages, quoted NET, F.O.B. THE DELIVERY POINT specified under the delivery requirements section of this bid, including the unloading of the merchandise. KCDA redistributes products to its members. All merchandise shipped to KCDA must be in packaging that can be reshipped, via common carrier, without damage. Any damaged incurred due to insufficient packaging will be the responsibility of the supplier.

No charges will be allowed for special handling, packing, wrapping, bags, containers, reels, etc.

#### D. PRODUCT IDENTIFICATION

Bidders must insert the catalog number, brand name, grade and any other information necessary to properly describe and identify the articles they propose to furnish within the proper columns or item notes area of the vendor response area for electronic bids. All bids must show the catalog number, brand name or grade brand and catalog number specified in the bid invitation and such interpretation shall be binding on the bidder. The bidder is not to alter the grade brand, catalog number or description as given in the bid invitation. Such alternates should be proposed separately and noted as an "alternate".

#### E. QUANTITY PER UNIT OF MEASURE

If the quantity of volume per unit differs from that specified in the bid invitation for any particular item, it is mandatory to note such difference in the space provided on the bid form under "Qty/UofM". Any bid submitted not showing the quantity per unit of measure will be construed to mean the bidder will furnish the unit of measure specified in the bid invitation and such interpretation shall be binding on the bidder. If unit of measure differs from the KCDA requirement, it will be construed as an alternate bid. Any merchandise received in other than KCDA units must be repackaged to correct units. Repackaging is the responsibility of the bidder who has entered into the contract. Payment will not be tendered until the merchandise has been packaged to KCDA units. If necessary, KCDA reserves the right to repackage merchandise to KCDA units and charge the bidder for all fair and reasonable associated costs. KCDA requests that once a bid is awarded, the successful bidder establishes a factory pack unit and ships in that unit for the duration of the contract. A change in factory packaging during the contract period creates undue problems and can lead to loss of merchandise.

#### F. ALTERNATE PROPOSAL

An alternate proposal is where the bidder is offering a program different than outlined in the bid request. This offered program may be, for example, free delivery to schools within a certain radius, extra merchandise for certain ordering levels, etc.

For alternate proposals to be considered, they must be submitted to KCDA 15 working days prior to the bid opening. Each proposal will be offered to all bidders on a bid addendum and must be submitted with your appropriate bid. Alternate proposals may be accepted if they meet the conditions above and they are deemed to be in the best interest of KCDA and their member districts.

Do not confuse "Alternate Proposal" with a bid on an alternate item. Alternate items are to be submitted with your regular bid on a separate attachment or by notation within the item notes section of the vendor response screen. In addition, it is mandatory that bidder does not select the "Quoted as Specified" check box if an alternate item is being proposed.

#### G. ERRORS/CORRECTIONS

Any erasures, interlineations or other corrections in the bid must be initialed by the person or persons signing the bid or provided within the response terms of the vendor response screen on electronic bids.

#### H. INVOICING

Invoice dates will correspond to the date of delivery as specified on the purchase order. Payment will be made after satisfactory delivery and acceptance by the Purchasing Department of any quantity of merchandise shipped against our purchase order. Invoices must be in duplicate, one original and one copy mailed to the Accounts Payable Department. Invoices enclosed with merchandise will not be accepted. Invoices shall contain the following information: KCDA purchase order number, item number, quantity ordered, quantity shipped, unit price, extension, terms and sales tax. Early delivery will be by pre arrangement only on annual orders; however, invoicing dates must coincide with the delivery date on the purchase order. Payments will be made on original invoicing only.

#### I. CASH DISCOUNTS/INVOICE PAYMENTS

Cash discounts are encouraged and cash discount percents and terms may be entered in the space provided on the bid form or by signed and dated attachment to the bid or in the payment terms section of the vendor response screen for electronic responses. KCDA will subtract cash discount percentages when comparing bids in all cases where it is deemed probable that KCDA will be able to take advantage of the offered discounts. KCDA will accept terms for as few as 15 days. If the terms portion of the bid are left blank then terms will be assumed to be Net-30 days. Please do not enter terms as 100% as this means the merchandise bid is free.

KCDA is required, by law, to process invoice payments through the King County Treasurer. Payment warrants can be issued weekly. The first day for start of terms shall begin with receipt of merchandise at KCDA or receipt of invoice which ever is later. Invoices with discounts between 15 and 30 days will be paid within terms and net 30-day invoices will be paid on the first pay date after 30 days.

#### J. WASHINGTON STATE SALES TAX

Washington State sales taxes are not to be included in any items on this bid but will be added at the time of invoicing. All other taxes, including but not limited to any excise or business and occupation must be included in your bid price. The only taxes KCDA will pay upon invoice is the Washington State Sales tax.

### IV. PRODUCT ACCEPTANCE

#### A. GENERAL POLICY

The Purchasing Department shall have the right to reject any and all articles that are not in strict conformity with requirements and specifications of the bid and the samples submitted by the bidder. The bidder must replace all rejected articles promptly with articles of quality equal to the specifications or samples submitted and remove rejected articles at his own expense. In the event of failure on the part of the bidder to promptly replace rejected articles, the Purchasing Department reserves the right to purchase same on the open market or of declaring the contract void. Any additional costs in procuring and distributing replacement product will be charged to the bidder.

## V. BID PROTESTS

### Who may protest

Only actual or potential bidders with a direct economic interest in the outcome may file a bid protest.

### What can be protested

Acceptance or rejection of a bid proposal, award or proposed award of a bid, allegedly restrictive specifications, omission of a required provision, ambiguous or indefinite evaluation factors are all factors that can be protested.

### How to file a protest

Protests may be filed with either the KCDA purchasing agent who issued the bid or with the KCDA purchasing manager. Protests should include the following information:

- 1) Include the name, street address, email address, telephone and fax numbers of the protestor or their representative.
- 2) Be signed by the protestor or its representative.
- 3) Identify the solicitation or bid contract number.
- 4) Set forth a detailed statement of the legal and factual grounds of protest, including copies of relevant documents.
- 5) Set forth all information establishing that the protestor is an interested party for the purpose of filing a protest.
- 6) Set forth all information establishing the timeliness of the protest.
- 7) Specifically request a ruling by the KCDA purchasing manager.
- 8) State the form of relief requested.

Appeals of protest ruling must be made in the following order: 1) KCDA Purchasing Manager, 2) KCDA Executive Director 3) KCDA Board of Directors.

### When to protest

Protests alleging improprieties in a solicitation must be filed before the bid opening time and date if the improprieties were apparent prior to that time. A solicitation defect that was not apparent before that time must be protested not later than 10 days after the defect became apparent.

### Where to file a protest

Protests must be sent to:  
KCDA Purchasing Cooperative  
PO Box 5550  
Kent, WA 98064-5550

### After a protest is filed

Upon receipt of a protest, KCDA will acknowledge receipt of the protest in writing either by mail, fax or email. The only time an acknowledgement is not sent will be if the protest is summarily dismissed. Protestors will be contacted as to when a meeting can be scheduled to review the protest. KCDA will then make a decision as to the merits of the protest, any remedies taken within 10 days and notify the protestor once that decision is made.

## VI. PRODUCT TOXICITY REPORTS

### A. HAZARDOUS CHEMICAL COMMUNICATION

In order to comply with WAC 296 62 054, Hazard Communication, all bidders offering products on this bid that contain any toxic chemicals that may be harmful to the end user, must submit a Material Safety Data Sheet (MSDS) on the State of Washington form as provided by law with the bid. Please list any web site address where an MSDS can be obtained.

Any hazardous material tax must be included in the price of the product bid. KCDA will not be held responsible for any additional taxes (other than Washington State Sales Tax) and will not pay them if noted as separate line item on invoices.

VII. NOTE: IMPORTANT BID FACTS

- A. Bid quantities. II F
- B. This bid requests an annual contract. II G
- C. Discrimination forbidden. II L
- D. Did you sign your bid? III B
- E. Did you sign your "Debarment" page? Attach. "A"
- F. Prices bid are F.O.B. KCDA's warehouse. III C
- G. All items bid must be packaged in KCDA units. III E
- H. Payment will be made upon receipt and invoicing of any quantity. III H
- I. Do not add sales tax into bid prices. III J
- J. Are you bidding the specifications? IV A
- K. Product toxicity reports. VI A

**Statement of Intent:**

KCDA, is requesting pricing on a complete communications system that can be used by our cooperative members. In addition we are requesting pricing on all individual components that can be used separately or in conjunction with this communication system. In short, KCDA is requesting pricing on the complete line of products available from the manufacturer. Also needed is an hourly rate for any installation costs.

Below are the specifications of such a system:

**MANUFACTURERS**

Manufacturers: Subject to compliance with requirements, provide one of the following systems:  
Telecenter® manufactured by Rauland-Borg Corp.  
Approved Equal.

**SYSTEM REQUIREMENTS**

The system shall provide the state of the art in technology for all outside telephone communications, internal telephone and intercommunications, automated telephone attendant, voicemail, emergency call-in notification, life safety paging and evacuation tones, atomic time synchronization, secondary clock corrections, and class change tones with schedules. The system shall be easy to learn and operate. All standard system programming shall be user friendly to allow the system administrator the ability to easily program system features.

Provide complete and satisfactorily operating Integrated Telecommunications/Intercom/Life Safety System as described herein, using materials and equipment of types, sizes, ratings, and performances as indicated. Use materials and equipment that comply with referenced standards and manufacturers' standard design and construction, in accordance with published product information. Coordinate the features of all materials and equipment so they form an integrated system, with components and interconnections matched for optimum performance of specified functions.

The system shall be a single electronic system consisting of classroom telephones, administrative telephones, attendant console(s), amplified intercom channels, (classroom) speakers, corridor speakers, inside and outside horns, call-in switches, voice mail, automated attendant, and master clock.

Features offered by this system shall be implemented and controlled by a single software program that can be changed and expanded as customer needs evolve.

The system shall lend itself to expansion by simple addition of hardware modules.

The system shall allow system monitoring and administration from a local Windows PC, networked Windows PC over the LAN, or remote Windows PC via a modem.

The system shall provide the ability to initiate life-safety paging announcements, evacuation tones and take cover tones from any telephone within the facility or outside the facility to any other location within the facility.

The system shall provide the ability to selectively communicate or monitor individual classrooms in emergency situations from any telephone within the facility or outside the facility to any other location within the facility; all communication within the classroom shall be hands free and will not require any interaction by the end-user to answer.

The system shall provide for switching of the open voice intercom talk path to telephone mode, anytime during the course of a call, should the user simply lift the associated telephone handset.

Room speakers, call switches, and telephone extension numbers shall be programmable and may be assigned any two, three, four or five digit number. Any extension may be reassigned at any time, and it shall not be dependent on wiring or circuit numbers. Speakers and associated classroom telephone will be able to be reached by the same extension.

Amplified two-way voice communication shall be available from any dialing telephone in the system, through any speaker in the system. This shall allow hands-free communication to any classroom or any individual loudspeaker unit. A programmable pre-announce tone shall sound immediately before the intercom path is opened and a supervisory tone shall continue to sound at regular intervals when speaker monitoring is active, complying fully with all privacy legislation.

Public telephone calls shall be received by the system and routed to the designated attendant console and/or to the designated telephones.

The attendant console(s) and administrative phones shall be located where indicated on the plans, and these instruments shall be used for both public and inter-school communication.

Integrated Voice Mail and auto attendant system that allows up to 30 internal or external users to simultaneously access their voice mail boxes and retrieve messages.

Integrated Homework Helpline and Audio Bulletin Board allows users to record a homework greeting that outside users can access, using the same extension as the teacher's voice mail and listen to from the automated attendant. The audio bulletin board allows the school to record additional messages with school wide information that can be accessed from the automated attendant.

A single administrative phone can perform all these functions, with no need for an additional appliance on the desk.

Automated Attendant that can be automatically changed or turned off by time of day.

Integrated Master Clock with: 16 schedules, 1000 events, and automatic Daylight Savings time correct.

Atomic Time Synchronization with the ability to offset local System Time in one minute increments, +/- 15 minutes from atomic time.

## **EQUIPMENT AND MATERIALS**

### **GENERAL:**

The system provided shall be a completely integrated communications system. Providing a separate telephone switch, separate 30 port voicemail system, separate intercom system, and stand alone master clock may be considered, but shall meet fully the intent of this specification, and shall be demonstrated to the buyer or their agent for prior approval.

### **VoIP BASED TELEPHONY CONTROLLER (Gateway)**

The Integrated Electronic Communications Network shall, at a minimum, have the following features and capabilities:

The ability to network multiple controllers together to provide a single interconnected system within the facility. The networking capability must provide for total transparency between controllers and in turn operate as a single system. The system must be capable of all of the following multiple network transmission types: fiber, twisted pair, Ethernet, Voice over IP.

An Ethernet port for the connection of on-site or off-site diagnostics by distributor or factory-trained personnel. The controllers have the option to tie directly into the facility's Ethernet LAN/WAN (depending on firewall access) or to interconnect over their own Ethernet network.

System can connect to Public Switched Telephone Network (PSTN) via an analog Central Office trunk, or T-1/PRI lines.

The VX Works based Operating System and system programming database shall be stored in non-volatile flash memory. The Operating System can be easily upgraded through a configuration program without requiring replacement of any chips. The system programming database can be easily archived.

Support a flexible numbering plan allowing two, three, four, or five digit extensions. The two, three, four, and/or five digit extensions can be intermixed within the same facility. Each extension can include leading or trailing alpha digits to match a facility's room numbering scheme.

The ability for centralized attendant answering/call routing or optional automated attendant answering/call routing.

Multiple attendant positions capable of answering outside lines, internal telephone calls, and internal intercom call-ins.

Personal Identification Numbers (PINs) for select administrators. By dialing their PIN at any system telephone, the administrator shall have access to the same capabilities assigned to their office telephone, regardless of the restrictions on the phone they are currently using. The PIN shall be the same PIN used to access the administrator's voicemail box.

Reports on feature usage, system activity, etc. upon request either on site or remotely. The system shall also provide standard SMDR reports including: date, time, duration of call, extension number, and number dialed. The system shall allow for easy import of SMDR reports into spreadsheet format or other analysis software package.

Direct Dialing, two-way amplified voice intercom between any telephone and staff speaker without the use of a press-to-talk or talk-listen switch.

Administrative Telephone Call Waiting feature that notifies the telephone user, who is already on their extension, that another telephone call is trying to contact their extension. The user has the option to answer the call before it is forwarded to another extension or voicemail.

"Executive override" feature permitting an assigned telephone to "override" and break into ongoing telephone or intercom conversation(s) in the system.

DID: Direct Inward Dialing. The system can be configured with DID trunk(s) from the central office. The central office passes the last two to four digits of the listed directory number to the system which the system uses to direct the phone call directly to an extension (bypassing an attendant).

DIL: Direct Inward Line. The system can be configured with standard DIL, bi-directional CO trunks. The DIL always rings a specific extension of hunt group within the system.

DISA: Direct Inward System Access. The system can be configured to allow access to all system features/functions (paging, intercom, evacuation tones, toll access, class tone schedule selection, etc.) from any offsite DTMF dialing telephone via an incoming trunk line. Only authorized individuals may use this feature by dialing into the system through a dedicated trunk number, with or without a pass code, and then dialing a system function.

Direct Outward Dialing: An extension user can make external calls with attendant assistance.

End to End Signaling: Attendant and internal telephone extensions are able to send DTMF signaling over an established external communications path.

Ground Start/Loop Start Trunks: system is able to interface with either type of subscriber trunk lines.

Pooled Lines: Administrative and Staff Users can seize one of multiple outside trunk lines by pressing a single key.

Ability to place two levels of call-in from any staff location. Call-ins may originate from either a separate call switch or via the "\*" button on the Staff Phone.

The ability to answer intercom call-ins registered at any administrative telephone by merely pressing a single response button.

Facilities for multiple telephone conversations to take place without preventing intercom, announcements, educational, or music programs from being distributed to other areas of the building.

The ability to automatically reroute incoming calls and call-ins to an alternate telephone or group of telephones if they remain unanswered for a predetermined amount of time.

Universal wiring for all data network, telephones, intercom speakers, and call switches using category 5 cable. Systems requiring a custom cable plant will not be acceptable.

The ability to remotely locate Telephony Controller(s) (Gateways) among MDF and IDF equipment closets. This flexibility allows for the most economical wiring of the system based on the layout of the facility.

The option to automatically ring the staff telephone if the intercom path to the associated intercom speaker is unavailable.

The ability to initiate Class of Service changes either manually or automatically on a per station basis based on time of day, day of the week, and calendar.

A minimum of sixty four (64) unique Classes of Service shall be available.

Two-way telephone communication capability from any telephone (classroom or administrative) to any other phone on the system.

"Student Phone" operation for selected telephone extensions. The "student phone" extension(s) will only allow outbound dialing during desired time periods, restrict outbound dialing to local, non-toll calls and do not allow repeat dialing of the same number or prolonged conversations. "Student phone" extension(s) can be controlled manually from select administrative telephones and/or automatically based on time, day, and date.

Ability to seize outbound trunk lines and allow a 911 call to be passed to the PSTN immediately.

Allows users to dial 9-1-1 or 9-9-1-1 in the event of the emergency and place a "911" call to the PSTN immediately.

Ability to alert designated attendant(s) with a special tone and visual indication of the location of any 911 call placed from classroom or administrative phone.

Ability to forward external calls directly to voice mail boxes, while allowing internal calls to ring phones. This feature can be activated and deactivated based on a time of day schedule.

Ability to perform any system feature or function from the administrative telephone

Ability for outside users to access the Homework Helpline by dialing the user's same system extension.

#### **INTERCOM/PAGING/TONES/CLOCK CORRECTION MODULE**

Provide an integrated intercom module for individual room intercommunications, all page and zone page, evacuation tones, multilevel call-in, secondary clock correction, and class change tones. The module shall be from the same manufacturer as the Telephony Controller to ensure compatibility. The module shall interface directly with the Telephony Controller and will not require analog or digital tie lines to the Telephony Controller. Module shall provide the following integrated features and functions that integrate seamlessly with the Telephony Controller:

Two-way communication between any telephone and any room speaker.

Preannounce tone prior to connecting any intercom conversation to alert the user to the call and prevent unauthorized monitoring. A tone shall be automatically repeated at regular intervals for the duration of the intercom call if the voice circuit is not activated.

Audio paging access from any telephone to any single intercom speaker, zone (group) of intercom/paging speakers, or all speakers/paging horns throughout the entire facility.

Single button access from any telephone on the system to distribute emergency announcements within the facility to all or select locations equipped with speakers. Emergency announcements originating from any assigned administrative telephone shall have priority over all regular system functions.

Single button access from any telephone on the system to initiate alarm signals within the facility to all or select locations equipped with speakers. Up to nine (9) separate distinct alarm signals shall be provided. Alarm signals originating from any assigned administrative telephone shall have priority over all regular system functions.

The system can automatically broadcast page emergency instructions throughout an entire school when an alarm (e.g. security, fire) is tripped. The emergency instructions are preprogrammed and require no user intervention. The system provides redundant alarm annunciation over intercom/paging speakers and is not meant to replace primary fire alarm or security systems.

Multilevel call-ins can be placed from either a classroom telephone or a call-in switch. The call-ins route to select or all administrative telephones and can only be cleared from the system once answered from an administrative telephone. If a call-in is not answered within a preprogrammed time the call-in may reroute to other administrative telephone(s) and/or announce over intercom/paging speakers.

An option for Privacy call-in switches. When the Privacy switch is activated it prevents administrative or classroom telephones from monitoring the specific classroom/location intercom speaker.

An option for Call Assurance call-in switches. When the normal or emergency button is pressed, an LED lights up to visually confirm that a call-in has been placed.

The system can automatically alter a call switch's class of service by time of day and date.

The capability to assign speaker locations to any one or more of the sixteen (16) zones for zone paging, program/music distribution, or class change tone reception; this assignment is a programmable function.

Automatic class change tones sent through all or selected intercom/paging speakers and/or horns. Any combination of up to nine (9) tones can be sounded to indicate different events. Up to eight (8) different class change schedules can be stored in the system and selected manually from an administrative telephone or selected automatically based on time, day of the week, and date. Tone type and duration are selectable for each class change event. A total of one thousand (1000) class change events can be stored on the system.

Programmable "Music-on-Class-Change." A program source can be automatically routed to select zones of paging speakers or all speakers within the facility during each class change period.

The system shall provide facilities to distribute program material (i.e. cassette tape, CD, radio broadcasts) in the following manner:

The user shall cue remotely located music source or select radio station.

From an Administrative Telephone the user can select the room(s) or areas to distribute program.

Automated distribution based on event schedule.

The module provides for secondary clock correction with the following features and functions:

User programmable Automatic Daylight Savings Time Change.

Latched operation of zone outputs to control lighting or other devices.

Interface with most types of secondary slave clocks whether synchronous wired or electronic.

User-programmable custom slave clock correction. Output relays rated at 5 amperes shall be provided on all zone circuits as necessary.

Lithium battery will provide not less than 5 years battery back-up for timekeeping function.

System has the ability to sync system time to the Atomic Clock Signal or to the school's or districts network time server.

The module provides for classroom security and call switch supervision with the following features and functions:

All field wiring to call switches connected to the system can be individually supervised for opens or shorts.

Security alarms may be programmed to automatically trigger pre-recorded emergency announcements and/or emergency tones to sound in select areas or through the facility when an alarm is activated.

Multiple alarm inputs shall be provided to the main security and/or fire alarm system. Emergency tones and/or announcements can be triggered, via the primary security and/or fire alarm system, to provide redundant annunciation using the classroom and corridor speakers.

Intercom and paging speakers/horns can be assigned to any one or more of the sixteen (16) zones for zone paging, up to sixteen (16) zones for program distribution, and sixteen (16) zones for class change tones. All of these zones may be configured to be independent of the other zones and in any combination. Initially, paging zones shall be provided for the following:

### **ATOMIC CLOCK SYNCHRONIZED CENTRAL CONTROLLER UNIT**

Provide an atomic time synchronization module that shall have the following capabilities:

Ability to automatically adjust for Daylight Saving Time.

Ability to bypass Daylight Saving Time.

Ability to acquire time signal from government sponsored, atomic clock based timeservers using computer network with internet access.

Synchronize other master/secondary clocks using this time signal

Synchronize integrated telephony/intercom/life safety system using this time signal.

The Atomic Clock Synchronized Controller Unit shall provide a Universal Serial Bus port for the connection of on-site diagnostics by distributor or factory-trained personnel.

This port shall be usable for the programming and saving of all programmed data for each system with the utilization of an on-site computer.

### **VOICE MAIL AND AUTOMATED ATTENDANT SYSTEM**

Provide an integrated system that answers incoming telephone calls, routes calls, utilizes recorded voice messages, and can be accessed from any touch tone telephone. The Voice Mail/Auto Attendant system shall be completely integrated into the Telephony controller and require no additional hardware to function. The interface between the Telephony Controller and Voice Mail/Auto Attendant shall be VoIP and will not require analog or digital tie lines to the Telephone Controller. The Voice Mail/Auto Attendant System shall provide, at a minimum, the following features and functions:

From one (1) to four (4) mailboxes per Digital Administrative Telephone. Each mailbox has a dedicated feature button. The feature button lights to indicate one or more messages are waiting in that mailbox. Pressing the feature button connects the user directly to the mailbox.

One (1) mailbox per classroom telephone extension. The system will flash the "message waiting" indicator on the classroom telephone when one or more messages are waiting in the associated mailbox. To connect to their mailbox the user simply dials their extension number from their telephone.

From any mailbox a user can listen to current messages, create and send messages, configure their mailbox options, and record homework helpline assignments.

At any time, each mailbox user can customize their mailbox including their name, Do Not Disturb (Call Forward Always) greeting, Busy Greeting, Away Greeting, homework message, and password.

Administrative users can customize the Auto Attendant including the main greeting, announcement, and main level menu routing options from one through nine.

Dial by name through the Auto Attendant (Staff Directory). The Auto Attendant will prompt a user through locating a person's extension by spelling several characters of their last name. When the system recognizes a match, it will prompt the user with the person's name and extension with the option to connect to that extension.

Ability to create customer greetings for Auto Attendant based on time of day, day of week and special holidays.

Ability to switch Automated Attendant on and off based on time of day.

Ability to record Automated Attendant menus from an outside phone.

### **ADMINISTRATIVE TELEPHONE**

Administrative Telephones indicated on the drawings shall provide the following functions and features:

Multi-line, Voice over IP telephone.

Optional three (3) line by twenty (20) character Alphanumeric Display: the display will indicate calling phone number, called number, caller ID, trunk ID, type of telephone call, type of call-in, calling phone/room's alpha description, and other characteristics of the call

Standard twelve (12) key dial pad and hook switch.

Four (4) predefined soft keys: Release, Speaker, Transfer and Hold.

Release – allows a user to release an extension, internal or external, that is being transferred.

Transfer – initiate a transfer of the current telephone call to another telephone extension.

Speaker – initiates hands free speakerphone operation with answerback.

Hold – places a call or extension on hold

Five (5) facility-wide programmable keys and ten (10) or twenty-five (25) individually programmable feature keys. The following programmable functions can be selectively programmed at each administrative telephone:

Speed Dial – one touch dialing of any local or long distance number.

DSS (Direct Station Select) – one touch dialing of any internal station (within the same facility) and indication of station status (in-use, on hold, available)

Last Number Redial – one button speed dial calling of the last number dialed from that administrative telephone.

Night Mode – place the system in and out of night answer mode.

Call-in Answer – one touch answering of any call-in queued to the administrative telephone.

Group Pickup – one touch answering of any telephone call routed to any of the available eight (8) calling groups.

System Configuration Select – manually select among one (1) to four (4) available system configurations. The feature button will indicate which configuration is active. If the active system configuration changes automatically, the feature buttons will automatically update to reflect the change.

Class Tone Schedule Select - manually select among one (1) to sixteen (16) available class change tone schedules. The feature button will indicate which configuration is active. If the active class tone schedule changes automatically, the feature buttons will reflect the change.

Evacuation Tones – initiate evacuation tones to selected areas within the facility or throughout the entire facility. While tones are sounding it is possible to make a voice page on top of the tones.

Zone Page – initiate pages to any combination of one (1) to sixteen (16) paging zones and the ability to combine these zones into user defined paging groups using speed dial buttons.

Voicemail message notification and one-touch retrieval – the feature key will flash to indicate that one or more messages are waiting. Pressing the voicemail feature key will automatically connect the user with the voicemail box for that extension. Multiple feature keys can be configured to access different voicemail boxes from the same administrative telephone.

DND Call Forwarding – one touch activation of Do Not Disturb call forwarding. The feature key will light to indicate that call forwarding is active.

Busy Call Forwarding – one touch activation of Busy call forwarding. The feature key will light to indicate that call forwarding is active.

Away Call Forwarding key – one touch activation of Away call forwarding. The feature key will light to indicate that call forwarding is active.

In-Class Forwarding – one touch activation of In-Class call forwarding. The feature key will light to indicate that call forwarding is active.

Mute - one touch ability to mute audio to distant party

Missed Call Review – review, dial and delete Caller ID information for outgoing, incoming and missed calls.

Conference – allows a user to conference up to five (5) other extensions into one group for a total of six (6) telephone extensions in the conference

Page – all page over all intercom/paging speakers and administrative telephones within the facility.

Volume Up/Down – while the telephone is ringing the volume up and volume down keys change the level of the ring volume. During a conversation the volume up and volume down keys change the level of the listen back audio.

Leave a Voice Mail Message – ability to reach a user's voice mail box without ringing their extension. Internal users can leave messages directly or transfer external users directly to voice mail boxes.

Speed Dial Set up – this puts the phone in speed dial set up mode allowing users to set speed dial buttons unique to their phone.

System Set-up – this allows users to access system and phone set-up information, including firmware version, MAC address, IP address, speed dial set up and other functions.

The ability to selectively answer both telephone calls and staff call-ins from the same administrative telephone. Telephone calls and call-ins will queue on the display based on type of call/call-in and time of call placement. Systems that require 2 telephones to accomplish this will not be considered equal.

While in communication with a telephone or intercom speaker, the user can unlock a door solenoid, associated with the intercom speaker, by simply pressing a DTMF digit.

Each administrative telephone in the system shall be assigned, through software, the following individually programmable (allowed or restricted) features/options using the class of service attribute:

- Access to C.O. or external system trunks
- Access to specific area codes and/or prefixes
- Initiating zone page announcements
- Initiating emergency all page with override
- Initiating all page announcements
- Initiating emergency/evacuation tones
- Executive Override
- Initiating class change tones
- Receipt of class change tones and/or zone pages
- Call Forward – No Answer
- Call Forward – Busy
- Call Forward – In Class
- Call Forward – Always
- Door access control during intercom conversation

Complete station software assignment including class of service, call group, hunting assignment, extension number, and any other features via system configuration software. User programmable features such as speed dial buttons can also be programmed using the system configuration software.

Ability to make a "911" call from any administrative phone

"911" calls made from any phone in system will display as highest priority call to all administrative phones at location. Display will show "911" along with extension information. "911" call can only be cleared from display using a PIN code.

#### **ATTENDANT CONSOLE**

Attendant Console(s) indicated on the drawings shall include an Administrative Telephone with an additional one (1) to three (3) DSS/BLF Consoles. The combination of a Administrative Telephone with one (1) to three (3) DSS/BLF Consoles will provide all the features of an Administrative Telephone plus:

Sixty four (64) programmable speed dial/DSS buttons per sidecar.

Up to three (3) sidecars can be associated with an administrative telephone for a total of one hundred and ninety two (192) additional speed dial/DSS buttons.

#### **STAFF TELEPHONE**

Staff Telephones indicated on the drawings shall provide the following functions and features:

Standard 48 volt analog single-line telephone.

Standard twelve (12) key dial pad and hook switch.

Ten (10) programmable speed-dial keys. Speed dial keys shall be programmable to include one or more "Pauses" in the dial stream.

Last number redial key.

Call transfer "flash" key to permit call to be transferred smoothly and efficiently without the need to use the hook switch.

Ability to place a normal call-in with a single button. This call-in may be upgraded to emergency by pushing a single button multiple times. Optionally, an emergency call-in may be placed after the handset has been off-hook for a predetermined length of time.

Ability to place a "911" call from any staff phones

"Message waiting" lamp

Facilities for desk or wall mount without special adapters.

Instrument shall include "Transfer" key

Programming keys are concealed to prevent unauthorized alterations of speed dial numbers.

Speed dial programming shall be retained even when the telephone is disconnected from the line.

Each staff telephone in the system may be assigned, through software, the following individually programmable (allowed or restricted) features/options using the class of service attribute:

- Access to C.O. or external system trunks
- Access to specific area codes and/or prefixes
- Initiating zone page announcements
- Initiating emergency all page with override
- Initiating all page announcements
- Initiating emergency/evacuation tones
- Initiating class change tones
- Receipt of class change tones and/or zone pages
- Automatic Call-Back-Busy
- Call Forward – No Answer
- Call Forward – Busy
- Call Forward – In Class
- Call Forward – Always
- Door access control during intercom conversation
- Set the priority level and target administrative telephone group for "normal" calls
- Set the priority level and target administrative telephone group for "emergency" calls
- Assignment of associated speaker to paging zone

#### **CALLER ID STAFF TELEPHONE**

Caller ID Staff Telephones indicated on the drawings shall provide all of the features of the Staff Telephone plus the following functions and features:

2-way speakerphone mode with microphone mute.

Twenty (20) speed dial locations with ten (10) keys.

Adjustable display indicating:  
Caller ID Information – for both internal and outside callers  
Sixty (60) name and number call log information  
Elapsed call timer

#### **EMERGENCY/NORMAL CALL SWITCH**

Emergency/Normal Call Switches indicated on the drawings shall provide the following functions and features:

One (1) "Emergency" call switch that shall activate a distinctive "EMER" level call from a single button activation. The button shall be clearly marked "EMER" and will route the call-in to any one or more Administrative Telephones and/or Displays for quick and easy response from an Administrative Telephone. In accordance with the Americans with Disabilities Act (ADA), the "Emergency" call will provide a flashing call assurance LED confirming that the call has been placed in the system.

One (1) "Normal" call switch that shall activate a distinctive "NORM" level call from a single button activation. The button shall be clearly marked "NORM" and will route the call-in to any one or more Administrative Telephones and/or Displays for quick and easy response from an Administrative Telephone. In accordance with the Americans with Disabilities Act (ADA), the "Normal" call will provide a steady call assurance LED confirming that the call has been placed in the system.

#### **NORMAL CALL SWITCH**

Normal Call Switches indicated on the drawings shall provide the following functions and features:

One (1) "Normal" call switch that shall activate a distinctive "NORM" level call from a single button activation. The button shall be clearly marked "NORM" and will route the call-in to any one or more Administrative Telephones and/or Displays for quick and easy response from an Administrative Telephone.

In accordance with the Americans with Disabilities Act (ADA), the "Normal" call will provide a steady call assurance LED confirming that the call has been placed in the system.

#### **AUDIO PAGING/PROGRAM AMPLIFIERS**

Power amplifier(s) shall be provided to provide a minimum of ½ watt of power to all intercom speakers, 2 watts of power to all paging speakers, and 15 watts of power to all paging horns.

The maximum load on the paging/program amplifiers shall be 80% of the rated maximum output of the amplifiers.

#### **SECONDARY ANALOG CLOCK REQUIREMENTS**

The clocks shall not use battery power for normal operation.

Once installed, the clocks shall be maintenance free for the lifetime of the clock.

The clocks must carry a five-year manufacturer's warranty.

Using a microprocessor, the clock shall provide automatic clock correction signal detection without any switch or configuration settings.

The clock shall have the ability to be powered and corrected using an associated intercom/paging system's speaker wires; no additional circulating clock wiring for power or correction will be required.

The clock must be correctable using a maximum of two wires.

During a power outage, the clock shall maintain its own internal time for a minimum of 120 minutes. The secondary clock shall have the ability to recover in less than 5 minutes from a power failure of less than 2 hours.

Clocks which must wait for correction from the associated Master Clock after a power failure will be unacceptable.

The clock lens shall use a shatterproof polycarbonate material with no visible molding marks. Glass and/or visible molding marks are unacceptable.

The clock shall have a black hour and minute hands, as well as a red second hand.

The clock shall be an Underwriters Laboratories listed device to standard 863 seventh edition (Time Indicating and Recording Appliances).

The clock shall have a low-profile, semi-flush design that incorporates a safety mounting eyelet that prevents accidental separation of the clock from its mounting surface.

Ability to be automatically corrected daily.

The analog clocks must be available in various mounting configurations including single and double-faced clocks and provisions for both wall and ceiling mount.

#### **SECONDARY DIGITAL CLOCK REQUIREMENTS:**

The digital secondary clocks shall have either a 1.8 inch or 2.5 inch LED character height.

The digital clocks must be available in various mounting configurations including single and double-faced clocks and provisions for both wall and ceiling mount.

With the addition of two pushbutton switches, count-up and count-down abilities are required for all digital clocks.

All digital clocks must have the ability to be powered by either 24 VAC or 120 VAC.

All digital clocks must be capable of receiving power and correction signals using only 2 wires.

ACCESSORIES

Housings for all designated clock/speaker combinations. Accommodate any 8" speaker and round analog 12" clock.

#### Boiler Rooms

Reentrant paging horn.

Frequency Response: 375 to 14,000 Hz.

Power Handling: 30 Watts, 60 Watts Peak.

Variable screw taps, 25 V transformer.

Sound Pressure Level: 110 dB at 1 meter with 1-watt input.

Mounting: Adjustable, horizontal, and vertical.

Color: Beige.

#### Ceiling-Mounted Loudspeakers

8" Cone.

Frequency Response: 65 to 17,000 Hz.

Power Rated: 8 Watts.

Magnet: 5 Ounce.

Axial Sensitivity: 93 dB at 4 feet with 1-watt input.

25-watt variable tap transformer.

Surface-mounted speaker housings in areas so designated.

Bi-directional.

Wall or ceiling mount.

Accommodates 8" speakers.

### **Equipment Racks**

Equipment racks shall be located in a climate-controlled area/room as shown on drawings. Equipment racks shall be:

Distributed among one or several equipment closets/rooms

Self-contained, specifically engineered racks with provisions for all present and future components as described and recommended by the manufacturer within this specification.

Racks shall be accessible from front and rear.

All program, zone, and time circuitry, data, linkage, power, telecommunications components, and circuitry to be located in racks configured as approved by the Engineer.

Optionally, the equipment may be desk or wall-mounted.

### EXAMINATION

Examine conditions, with the Installer present, for compliance with requirements and other conditions affecting the performance of the Integrated Electronic Communications Network system work.

Do not proceed until unsatisfactory conditions have been corrected.

### INSTALLATION

General:

Install system in accordance with NFPA 70 and other applicable codes. Install equipment in accordance with manufacturer's written instructions.

### **Impedance and Level Matching:**

Carefully match input and output impedance's and signal levels at signal interfaces. Provide matching networks where required.

### **Control Circuit Wiring:**

Install control circuits in accordance with NFPA 70 and as indicated. Provide number of conductors as recommended by system manufacturer to provide control functions indicated or specified.

The contractor shall mount a main distribution frame behind the Integrated Electronic Communications Network console. All wires shall be laid down on terminal punch blocks and identified by the actual room location it serves. All the communications points shall be wired into this main distribution frame, laid down in sequence, and identified by which line it is on and the point position it serves.

All housings are to be located as specified and shown on drawings.

Make installation in strict accordance with approved manufacturer's drawings and instructions.

The contractor shall provide necessary transient protection on the AC power feed, all station lines leaving or entering the building, and all central office trunks. All protection shall be as recommended by the equipment supplier and referenced to earth ground.

### **Wiring Within Enclosures:**

Provide adequate length of conductors. Bundle, lace, and train the conductors to terminal points with no excess. Provide and use lacing bars.

Provide physical isolation from each other for speaker-microphone, line-level, speaker-level, and power wiring. Run in separate raceways, or where exposed or in same enclosure, provide 12 inch minimum separation between conductors to speaker-microphones and adjacent parallel power and telephone wiring. Provide physical separation as recommended by equipment manufacturer for other Integrated Electronic Communications Network system conductors.

### **Splices, Taps, and Terminations:**

Make splices, taps and terminations on numbered terminal punch blocks in junction, pull, and outlet boxes, terminal cabinets and equipment enclosures.

Identification of Conductors and Cables:

Use color coding of conductors and apply wire and cable marking tape to designate wires and cables so all media are identified in coordination with system wiring diagrams.

### **Weatherproofing:**

Provide weatherproof enclosures for items to be mounted outdoors or exposed to weather.

### **Repairs:**

Wherever walls, ceilings, floors, or other building finishes are cut for installation, repair, restore, and refinish to original appearance.

## **GROUNDING**

Provide equipment grounding connections for Integrated Electronic Communications Network systems as indicated. Tighten connections to comply with tightening torques specified in UL Standard 486A to assure permanent and effective grounds.

Ground equipment, conductor, and cable shields to eliminate shock hazard and to minimize to the greatest extent possible, ground loops, common mode returns, noise pickup, cross talk, and other impairments. Provide 5-ohm ground at main equipment location. Measure, record, and report ground resistance.

The contractor shall provide all necessary transient protection on the AC power feed and on all station lines leaving or entering the building.

The contractor shall note in his system drawings, the type and location of these protection devices as well as all wiring information.

The contractor shall furnish and install a dedicated, isolated earth ground from the central equipment rack and bond to the incoming electrical service ground buss bar.

### **FIELD QUALITY CONTROL**

#### **Manufacturer's Field Services:**

Provide services of a duly factory authorized service representative for this project location to supervise the field assembly and connection of components and the pre-testing, testing, and adjustment of the system.

#### **Inspection:**

Make observations to verify that units and controls are properly labeled, and interconnecting wires and terminals are identified. Provide a list of final tap settings of paging speaker line matching transformers.

#### **Testing:**

Rectify deficiencies indicated by tests and completely re-test work affected by such deficiencies at Contractor's expense. Verify by the system test that the total system meets the Specifications and complies with applicable standards.

### **Exceptions to General Bid Boilerplate**

This bid has a contract period of 3 years. By mutual written agreement of KCDA Board of Directors and the successful bidder, the initial contract period may be extended for additional periods, not to exceed two extensions of 1 year beyond the initial contract. Such extensions shall be at the bid award price and under the same terms and conditions as the original contract. Proposals for extension shall be submitted to KCDA 30 days prior to specific bid availability for the upcoming bid.

This paragraph replaces section II Paragraphs G & I.

Section II, Paragraph E does not apply to this bid request and is hereby withdrawn.

### **Component Pricing:**

*Please attach a price list to your bid submission showing either net cost or discount from List Price for each component as well as any available systems. Please include with your submission a cost per hour for installation of systems. This hourly charge needs to include any ancillary costs such as drive time, possible need for extra personnel, etc.*